

## Project Management Review Summary – Grainger PLC

| <b>Project</b>                                   | Rent Smart Wales  |                     |                     |
|--|---|---------------------|---------------------|
| <b>Period</b>                                    | 26 <sup>th</sup> Oct – 2 <sup>nd</sup> Nov 2023   |                     |                     |
| <b>Status Overview</b>                           | Project Approved  |                     |                     |
| <b>Progress in the last week</b>                 | <b>Item</b>   | <b>Completed</b>    | <b>Responsible</b>  |
|  | Kick-off call   | 3 <sup>rd</sup> Nov | Grainger / Open Box |
|  | Sprint ceremonies to be scheduled   | 2 <sup>nd</sup> Nov | Open Box            |
| <b>Upcoming deliverables / feedback required</b> | <b>Item</b>   | <b>Due</b>          | <b>Responsible</b>  |
|  | Confirmation of building availability   | ASAP                | Grainger            |
|  | Confirmation of emails (& any other documents) that need to be updated  | 3 <sup>rd</sup> Nov | Grainger            |
|  | Provide Occupation Contract Template  | 3 <sup>rd</sup> Nov | Grainger            |
| <b>Discussions/Risks /Issues</b>                 | <ul style="list-style-type: none"> <li>• Risk: <ul style="list-style-type: none"> <li>◦ Timing of when the building will become available. If it is available at the earliest communicated date, then there is a risk this project will not be completed in time.</li> </ul> </li> </ul> <p>Open Box is assessing options to close out this project in the shortest timeframe possible.</p> |                     |                     |
| <b>Personnel Notes</b>                           | <ul style="list-style-type: none"> <li>• None</li> </ul>  |                     |                     |

## Initial Backlog

| # | Priority  | User Story   |
|---|-----------|--|
| 1 | Must Have | As a TPT User, I want to generate an Occupation Contract from an Opportunity for a Welsh property, So that the document can be sent out to be signed   |
| 2 | Must Have | As a TPT User, I want to send an occupation Contract to all Contract Holders, So that they can sign the document online.   |
| 3 | Must Have | As a Lettings User, I want the Agreement Type to be occupation Contract for all opportunities in Wales, So that an incorrect document cannot be sent   |
| 4 | Must Have | As a Grainger User, I want any communication sent to an opportunity for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation                     |
| 5 | Must Have | As a Grainger User, I want any communication sent to an account that is currently living in a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation |
| 9 | Must Have | As a Grainger User, I want any communications sent to a lead that is for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation                    |

## Historical Reports

|  |  |                      |                      |
|--|--|----------------------|----------------------|
| <b>Project</b>                                   | Rent Smart Wales                                     |                      |                      |
| <b>Period</b>                                    | 26 <sup>th</sup> Oct                                 |                      |                      |
| <b>Status Overview</b>                           | Project Approved                                     |                      |                      |
| <b>Progress in the last week</b>                 | Item   | Completed            | Responsible          |
|  | SOW Signed   | 26 <sup>th</sup> Oct | Grainger / Open Box  |
|  | Jira project setup                                   | 26 <sup>th</sup> Oct | Grainger             |
| <b>Upcoming deliverables / feedback required</b> | Item   | Due                  | Responsible          |
|  | Kick-off call  | 3 <sup>rd</sup> Nov  | Grainger / Open Box  |
|  |  |                      | Open Box to schedule |
| <b>Discussions/Risks /Issues</b>                 | <ul style="list-style-type: none"><li>None</li></ul> |                      |                      |
| <b>Personnel Notes</b>                           | <ul style="list-style-type: none"><li>None</li></ul> |                      |                      |