

## 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>	<b>Status</b>
	Confirmation of building availability	ASAP	Grainger	The 5-week project duration needs to be considered when planning for the lease commercials
	Confirmation of emails (& any other documents) that need to be updated	3 <sup>rd</sup> Nov	Grainger	On Track
	Provide Occupation Contract Template	3 <sup>rd</sup> Nov	Grainger	On Track
<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	Status
	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>			