# Project Management Review Summary – Grainger PLC

| Project | End of Tenancy | | |
|---|---|---|---|
| **Period** | 22nd – 29th Nov 2023 | | |
| **Status Overview** | Sprint 4: Build | | |
| **Progress in the last week** | **Item** | **Completed** | **Responsible** |
| | Training Material SOW | 28th Nov | Open Box |
| | Confirmed Jira licenses will add minimal value at this stage of the project so will not be purchased | 27th Nov | Grainger / Open Box |
| **Upcoming deliverables / feedback required** | **Item** | **Due** | **Responsible** | **Status** |
| | Training Material SOW signed | 1 Dec | Grainger | Need this approved this week so we can complete the work next week |
| | Demo | 1st Dec | Grainger / Open Box | On Track |
| | End-to-End UAT | 4th Dec | Grainger | All UAT feedback provided by 8th Dec. UAT completed by 15th Dec. |
| | Steerco #2 | 5th Dec | Grainger / Open Box | On Track |
| | Go-Live | 15th Jan 2024 | Grainger / Open Box | On Track |
| **Discussions/Risks /Issues** | • Planning for support beyond post go-live hypercare. Open Box strongly recommends 0.5 FTEs (80 hours). | | |
| **Personnel Notes** | • Jacob on leave from 15 December.<br>• Open Box will be taking extended leave over December. | | |

openbox

## Sprint Metrics

| Sprint | Story Points |
|---|---|
| 1 | 61 |
| 2 | 75 |
| 3 | 56 |
| 4 | 79 |
| **Total** | **271** |
| *Initial Backlog* | *185* |
| *Additional Story Points delivered* | *86* |

## Initial Backlog

| Summary | Issue key | Story Points |
|---|---|---|
| Calculate void duration | FVVP-197 | |
| See Tasks for a Void | FVVP-190 | 8 |
| View / Update Task Details | FVVP-189 | 3 |
| Replace Internal Notification Emails | FVVP-132 | 2 |
| Reporting - See Teams with High Number of | FVVP-127 | 1 |
| Dashboard - See Active Voids Behind | FVVP-125 | 2 |
| Property Calendar - See Onsite Void Tasks | FVVP-117 | 1 |
| Detailed Tasks - Close Down Tenancy | FVVP-116 | 2 |
| Detailed Tasks - Deposit Release | FVVP-115 | 2 |
| Detailed Tasks - Finalize Check Out | FVVP-114 | 2 |
| Detailed Tasks - Review Check Out | FVVP-113 | 2 |
| Detailed Tasks - Check Property Condition | FVVP-112 | 2 |
| Detailed Tasks - Check Out | FVVP-111 | 2 |
| Detailed Tasks - Book Works | FVVP-110 | 2 |
| Detailed Tasks - Cancel Direct Debit | FVVP-109 | 2 |
| Detailed Tasks - Check Compliance | FVVP-108 | 2 |
| Detailed Tasks - Notify Stakeholders | FVVP-107 | 2 |
| Detailed Tasks - Validate Required | FVVP-106 | 2 |
| Detailed Tasks - Confirm Notice | FVVP-105 | 2 |
| Detailed Tasks - Validate Notice | FVVP-104 | 2 |
| See Active Voids for a Building | FVVP-101 | 1 |
| See History of Voids on a Unit | FVVP-100 | 1 |
| See Void & Task Audit History | FVVP-99 | 1 |
| Upload Void Documents | FVVP-98 | 1 |
| See Unit View Arrangements & Key Location | FVVP-97 | 2 |
| Update Salesforce Unit - Keep Available Date | FVVP-96 | 2 |
| Update Salesforce Unit - Keep FV Date Up-to- | FVVP-95 | 2 |
| Update Salesforce Unit - Keep Unit Status Up- | FVVP-94 | 5 |
| Update Salesforce Unit - New Void | FVVP-92 | 5 |

openbox

| | | |
|---|---|---|
| See Estimated Available Date & Void | FVVP-90 | 5 |
| Create a Void with Refurb / Refresh / Clean | FVVP-89 | 5 |
| Update Relet Status - Update Tasks | FVVP-87 | 5 |
| Create a Void with Relet Tasks | FVVP-86 | 5 |
| Dashboard - See New Voids Confirmed for | FVVP-85 | 1 |
| New Void - Default Unit Sale Status from | FVVP-84 | 1 |
| Dashboard - Other KPIs for R1 | FVVP-82 | 10 |
| Dashboard - See Open Tasks | FVVP-80 | 2 |
| Cancel a Void | FVVP-78 | 1 |
| Close a Void | FVVP-77 | 3 |
| See Summary of Void Phases & % Completion | FVVP-76 | 3 |
| Complete Voids are Read-Only | FVVP-75 | |
| Dashboard - KPI: Vacant Days | FVVP-72 | |
| Complete a Phase | FVVP-71 | 5 |
| Update Timelines - Tasks Dependent on a | FVVP-66 | 8 |
| Update Void Works Type - Update Tasks | FVVP-65 | |
| Update Timelines - Tasks Dependent on | FVVP-64 | 13 |
| Detailed Tasks - PVI | FVVP-63 | |
| Rename "Void" Terminology | FVVP-62 | |
| Set Tasks to Not Applicable [Close] | FVVP-61 | 1 |
| Capture a Reason for Updating Key Void | FVVP-59 | 3 |
| New End of Tenancy - Capture End of Tenancy | FVVP-58 | 3 |
| See Salesforce Unit & Building Attributes in a | FVVP-57 | 1 |
| New Void - Calculate Estimated PVI Date | FVVP-56 | 3 |
| Data Migration - Void Queues | FVVP-54 | 3 |
| New End of Tenancy - Assign Tasks to | FVVP-53 | 5 |
| Calculate Estimated Timelines - Tasks | FVVP-51 | 13 |
| Calculate Estimated Timelines - Tasks Tied to | FVVP-50 | 5 |
| New End of Tenancy - Generate Phases & | FVVP-49 | 13 |
| New End of Tenancy - Create an End of | FVVP-48 | 5 |
| | | **185** |

openbox

## Historical Reports

| Project | End of Tenancy | | | |
|---|---|---|---|---|
| **Period** | 15th – 22nd Nov 2023 | | | |
| **Status Overview** | Sprint 4: Build | | | |
| **Progress in the last week** | **Item** | **Completed** | **Responsible** | |
| | Sprint 3 UAT Feedback | 17th Nov | Grainger | |
| | Review of Production Deployment dates | 21st Nov | Grainger / Open Box | |
| **Upcoming deliverables / feedback required** | **Item** | **Due** | **Responsible** | **Status** |
| | Go-Live Preparation | WIP | Grainger | Change Management, Training, Support |
| | Demo | 1st Dec | Grainger / Open Box | On Track |
| | End-to-End UAT | 4th Dec | Grainger | Completed by 15th Dec |
| | Steerco #2 | 5th Dec | Grainger / Open Box | Date to be confirmed |
| | Go-Live | 15th Jan 2024 | Grainger / Open Box | On Track |
| **Discussions/Risks /Issues** | • Backlog items will be pulled in to sprint 4 time allows. <br> • 271 story points are currently allocated to the project. The initial backlog was 185 story points. <br> • Planning for support beyond post go-live hypercare (e.g. Open Box 0.5 FTE) <br> • ***Jira Licenses have expired (reached out to Jaic) for the dashboard so these have not been updated***. | | | |
| **Personnel Notes** | • Jacob on leave in December. <br> • Open Box will be taking extended leave over December. | | | |

| Project | End of Tenancy |
|---|---|

openbox

| Period | 08th – 15th Nov 2023 | | | |
|---|---|---|---|---|
| **Status Overview** | Sprint 3: UAT<br>Sprint 4: Build | | | |
| **Progress in the last week** | **Item** | | **Completed** | **Responsible** |
| | Feedback on Sprint 4 items | | 10th Nov | Grainger |
| | Sprint 3 Demo | | 10th Nov | Open Box |
| **Upcoming deliverables / feedback required** | **Item** | **Due** | **Responsible** | **Status** |
| | Sprint 3 UAT Feedback | 17th Nov | Grainger | WIP |
| | Go-Live Preparation | WIP | Grainger | Change Management, Training, Support |
| | End-to-End UAT | 4th Dec | Grainger | Completed by 15th Dec |
| | Steerco #2 | 5th Dec | Grainger / Open Box | Date to be confirmed |
| | Go-Live | January 2024 | Grainger / Open Box | Date to be confirmed |
| **Discussions/Risks /Issues** | • 271 story points are currently allocated to the project. The initial backlog was 185 story points.<br>• Planning for support beyond post go-live hypercare (e.g. Open Box 0.5 FTE) | | | |
| **Personnel Notes** | • Jacob on leave in December.<br>• Open Box will be taking extended leave over December. | | | |

| Project | End of Tenancy | | |
|---|---|---|---|
| **Period** | 2nd – 08th Nov 2023 | | |
| **Status Overview** | Sprint 3: Build | | |
| **Progress in the last week** | **Item** | **Completed** | **Responsible** |

| | Change Management Plan Discussion | 1st Nov | Grainger / Open Box | |
|---|---|---|---|---|
| | **Item** | **Due** | **Responsible** | **Status** |
| **Upcoming deliverables / feedback required** | Feedback on Sprint 4 items | 10th Nov | Grainger | On Track |
| | Sprint 3 Demo | 10th Nov | Open Box | On Track |
| | Sprint 3 UAT Feedback | 17th Nov | Grainger | 1 week from 10th Nov |
| | Go-Live Preparation | WIP | Grainger | Change Management, Training, Support |
| | End-to-End UAT | 4th Dec | Grainger | Completed by 15th Dec |
| | Go-Live | January 2024 | Grainger / Open Box | On Track |
| **Discussions/Risks /Issues** | • 251 story points are currently allocated to the project. The initial backlog was 185 story points.<br>• Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 & 3. We are also reserving some capacity to handle feedback from Sprint 3 & regression test the timeline calculations. | | | |
| **Personnel Notes** | • Open Box will be taking extended leave over December. | | | |

| **Project** | End of Tenancy | | |
|---|---|---|---|
| **Period** | 25th Oct – 2 Nov 2023 | | |
| **Status Overview** | Sprint 3: Build | | |
| | **Item** | **Completed** | **Responsible** |
| **Progress in the last week** | Reporting feedback ahead of the Mon refinement session | 27th Oct | Grainger |
| | Sprint 2 UAT feedback | 27th Oct | Grainger |
| | Call to discuss change management strategy | 2nd Nov | Open Box |
| | Steerco Presentation | 2nd Nov | Grainger / Open Box |

openbox

| | Item | Due | Responsible | Status |
|---|---|---|---|---|
| **Upcoming deliverables / feedback required** | Sprint 3 Demo | 10th Nov | Open Box | On Track |
| | Sprint 3 UAT | 17th Nov | Grainger | 1 week from 10th Nov |
| | Change Management Plan | TBC | Grainger | Open Box to assist Grainger in determining feasible change management process |
| **Discussions/Risks /Issues** | <ul><li>242 story points are currently allocated to the project. The initial backlog was 185 story points.</li><li>Sprint 4 is likely to have fewer user stories (points) due to the progress made in sprints 1,2 & 3. We are also reserving some capacity to handle feedback from Sprint 3.</li><li>Planning required for January '24 go-live, training and support.</li></ul> | | | |
| **Personnel Notes** | <ul><li>None</li></ul> | | | |

| **Project** | End of Tenancy - Implementation | | | |
|---|---|---|---|---|
| **Period** | 3rd – 10th Oct | | | |
| **Status Overview** | Sprint 2: Build | | | |
| **Progress in the last week** | Item | Completed | Responsible | |
| | Sprint 1 UAT | 6th Oct | Grainger | |
| | New QA/UAT environment (Staging) refreshed from Prod | 9th Oct | Open Box | |
| **Upcoming deliverables / feedback required** | Item | Due | Responsible | Status |
| | Incorporate additional user stories in Sprint 2 | 13th Oct | Open Box | On Track |
| | Sprint 2 UAT (in Staging) | 23rd Oct | Grainger | 1 week in duration<br><br>Sprint 1 UAT bugs will also be made available for retest |

| Discussions/Risks /Issues | • 128 story points currently allocated to sprint 1 & 2. Initial backlog was 185 story points. |
|---|---|
| Personnel Notes | • Shaun out next week. |

| Project | End of Tenancy - Implementation | | | |
|---|---|---|---|---|
| Period | 27th Sep – 3rd Oct | | | |
| Status Overview | Sprint 1: UAT<br>Sprint 2: Build | | | |
| Progress in the last week | Item | | Completed | Responsible |
| | Sprint 1 Demo | | 2nd Oct | Grainger / Open Box |
| | Refinement | | 3rd Oct | Grainger / Open Box |
| Upcoming deliverables / feedback required | Item | Due | Responsible | Status |
| | Sprint 1 UAT | 6th Oct | Grainger | On Track |
| Discussions/Risks /Issues | • Open Box will work with Grainger to see what additional user stories can be brought into sprint 2. | | | |
| Personnel Notes | • Sam travelling Thu and Fri this week. | | | |

| Project | End of Tenancy - Implementation | | |
|---|---|---|---|
| Period | 20th – 27th Sep | | |
| Status Overview | Sprint 1 in progress | | |
| Progress in the last week | Item | Completed | Responsible |
| | Realignment on User Stories for Sprint 1 | 22nd Sep | Open Box |

| | | | |
|---|---|---|---|
| | Onboarding of new Open Box team members | 22nd Sep | Grainger / Open Box |

| | Item | Due | Responsible | Status |
|---|---|---|---|---|
| **Upcoming deliverables / feedback required** | Sprint 1 Demo | 2nd Oct | Grainger / Open Box | Rescheduled to align with Sam's visit |
| | Refinement | 3rd Oct | Grainger / Open Box | Rescheduled to align with Sam's visit |
| | Sprint 1 UAT | 2nd Oct | Grainger | 1 week |

| | |
|---|---|
| **Discussions/Risks /Issues** | • As mentioned in our sprint ceremonies, sprint 1 required a lot of foundational work / effort. As a result, some user stories may roll over to sprint 2. This is not anticipated to have an impact on project cost or timelines. |
| **Personnel Notes** | • Sam will be in the Grainger office from Oct 2nd. |

<br>

| | |
|---|---|
| **Project** | End of Tenancy - Implementation |
| **Period** | 5th – 20th Sep |
| **Status Overview** | Sprint 1 in progress |

| | Item | Completed | Responsible |
|---|---|---|---|
| **Progress in the last week** | Project kick-off meeting | 5th Sep | Grainger / Open Box |
| | Confirmation of sprint ceremonies | 9th Sep | Grainger / Open Box |
| | Confirmation of Purchase Order | 8th Sep | Grainger |
| | Fine-tuning Jira | 14th Sep | Grainger / Open Box |

| | Item | Due | Responsible | Status |
|---|---|---|---|---|
| **Upcoming deliverables / feedback required** | Sprint 1 Demo | 2nd Oct | Grainger / Open Box | Rescheduled to align with Sam's visit |
| | Refinement | 3rd Oct | Grainger / Open Box | Rescheduled to align with Sam's visit |
| | Sprint 1 UAT | 2nd Oct | Grainger | 1 week |

| | |
|---|---|
| **Discussions/Risks /Issues** | • Open Box is reviewing items in sprint 1 & 2 to ensure dependencies will not impact our velocity. This will result in some cards moving between sprint 1 & 2. |

openbox

| Personnel Notes | • Holiday in South Africa on Monday 25th September |
|---|---|