

Project Management Review Summary – Grainger PLC

Project	End of Tenancy - Implementation			
Period	20 th – 27 th Sep			
Status Overview	Sprint 1 in progress			
Progress in the last week	Item		Completed	Responsible
	Realignment on User Stories for Sprint 1		22 nd Sep	Open Box
	Onboarding of new Open Box team members		22 nd Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2 nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2 nd Oct	Grainger	1 week
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sam will be in the Grainger office from Oct 2nd. 			

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

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

Historical Reports

Project	End of Tenancy - Implementation			
Period	5 th – 20 th Sep			
Status Overview	Sprint 1 in progress			
Progress in the last week	Item		Completed	Responsible
	Project kick-off meeting		5 th Sep	Grainger / Open Box
	Confirmation of sprint ceremonies		9 th Sep	Grainger / Open Box
	Confirmation of Purchase Order		8 th Sep	Grainger
	Fine-tuning Jira		14 th Sep	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Sprint 1 Demo	2 nd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Refinement	3 rd Oct	Grainger / Open Box	Rescheduled to align with Sam's visit
	Sprint 1 UAT	2 nd Oct	Grainger	1 week
Discussions/Risks /Issues	<ul style="list-style-type: none"> 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. 			
Personnel Notes	<ul style="list-style-type: none"> Holiday in South Africa on Monday 25th September 			