

Project Management Review Summary – Grainger PLC

Project	Void Process - Consultancy		
Period	May 2 nd – 11 th		
Status Overview	In progress		
Progress in the last week	Item	Completed	Responsible
	Qube demo	May 3 rd	Grainger / Open Box
	Document Management review	May 4 th	Grainger / Open Box
	Salesforce demo	May 10 th	Grainger / Open Box
	Renewal process review	May 11 th	Grainger / Open Box
	Jira access	May 11 th	Grainger / Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible
	Approval of additional hours	May 12 th	Grainger
Discussions/Risks /Issues	<ul style="list-style-type: none"> Approval of additional time. Currently 40 hours is approved. Planning for collaboration on presentation to business on 6th June 		
Utilization	<ul style="list-style-type: none"> 71 of 110 hours (64%) 		
Personnel Notes	<ul style="list-style-type: none"> None. 		

Historical Reports

Project	Void Process - Consultancy			
Period	Apr 24 th – May 2 nd			
Status Overview	In progress			
Progress in the last week	Item	Completed	Responsible	
	Process review meeting	Apr 24 th	Grainger / Open Box	
	Presentation deck & draft process documentation	Apr 24 th	Open Box	
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Qube demo	May 3 rd	Grainger / Open Box	Scheduled
	Document Management review	May 4 th	Grainger / Open Box	Scheduled
	Salesforce demo	May 10 th	Grainger / Open Box	Scheduled
Discussions/Risks /Issues	<ul style="list-style-type: none">Approval of additional time. Currently 40 hours is approved.Will you be able to share a recording (Zoom) of the demo's with Open Box			
Utilization	<ul style="list-style-type: none">30 of 110 hours (27%)			
Personnel Notes	<ul style="list-style-type: none">None.			