Project Management Review Summary – Grainger PLC

Project	Void Process - Consultancy			
Period	23rd – 30th May			
Status Overview	In progress			
Progress in the last week	**Item**	**Completed**	**Responsible**	
	Workflow review meeting	24th May	Grainger / Open Box	
	Presentation Prep	25th May	Grainger / Open Box	
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Proposal, High-Level Design & Feature Backlog	2nd June	Open Box	On Track
	POC Demo Preparation	TBD	Grainger / Open Box	Open Box is happy to assist with Jacob's preparation.
	Presentation	6th Jun	Grainger	On Track
Discussions/Risks /Issues	• None.			
Utilization	• 110 of 110 hours (100%)			
Personnel Notes	• None.			

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Historical Reports

Project	Void Process - Consultancy			
Period	17th – 23rd May			
Status Overview	In progress			
Progress in the last week	**Item**		**Completed**	**Responsible**
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Workflow review meeting	24th May	Grainger / Open Box	On Track
	Presentation Prep	25th May	Grainger / Open Box	On Track
	Proposal, High-Level Design & Feature Backlog	2nd June	Open Box	On Track
	Presentation	6th Jun	Grainger	On Track
Discussions/Risks /Issues	• Run through the POC.			
Utilization	• 105 of 110 hours (95%)			
Personnel Notes	• None.			

Project	Void Process - Consultancy		
Period	11th – 16th May		
Status Overview	In progress		
Progress in the last week	**Item**	**Completed**	**Responsible**
	Approval of additional hours	12th May	Grainger

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Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Presentation	6th Jun	Grainger	Open Box to assist with the presentation

Discussions/Risks /Issues	- Planning for collaboration on presentation to business on 6th June - Planning to roll into build phase shortly after this phase is closed out.
Utilization	84 of 110 hours (76%)
Personnel Notes	None.

Project	Void Process - Consultancy
Period	May 2nd – 11th
Status Overview	In progress

Progress in the last week	Item	Completed	Responsible
	Qube demo	May 3rd	Grainger / Open Box
	Document Management review	May 4th	Grainger / Open Box
	Salesforce demo	May 10th	Grainger / Open Box
	Renewal process review	May 11th	Grainger / Open Box
	Jira access	May 11th	Grainger / Open Box

Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Approval of additional hours	May 12th	Grainger	Currently overutilized on the approved hours

Discussions/Risks /Issues	- Approval of additional time. Currently 40 hours is approved. - Planning for collaboration on presentation to business on 6th June
Utilization	71 of 110 hours (64%)
Personnel Notes	None.

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Project	Void Process - Consultancy			
Period	Apr 24th – May 2nd			
Status Overview	In progress			
Progress in the last week	**Item**		**Completed**	**Responsible**
	Process review meeting		Apr 24th	Grainger / Open Box
	Presentation deck & draft process documentation		Apr 24th	Open Box
Upcoming deliverables / feedback required	**Item**	**Due**	**Responsible**	**Status**
	Qube demo	May 3rd	Grainger / Open Box	Scheduled
	Document Management review	May 4th	Grainger / Open Box	Scheduled
	Salesforce demo	May 10th	Grainger / Open Box	Scheduled
Discussions/Risks /Issues	• 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	• 30 of 110 hours (27%)			
Personnel Notes	• None.			

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