



# Grainger - End of Tenancy

## SteerCo Update

5<sup>th</sup> December 2023

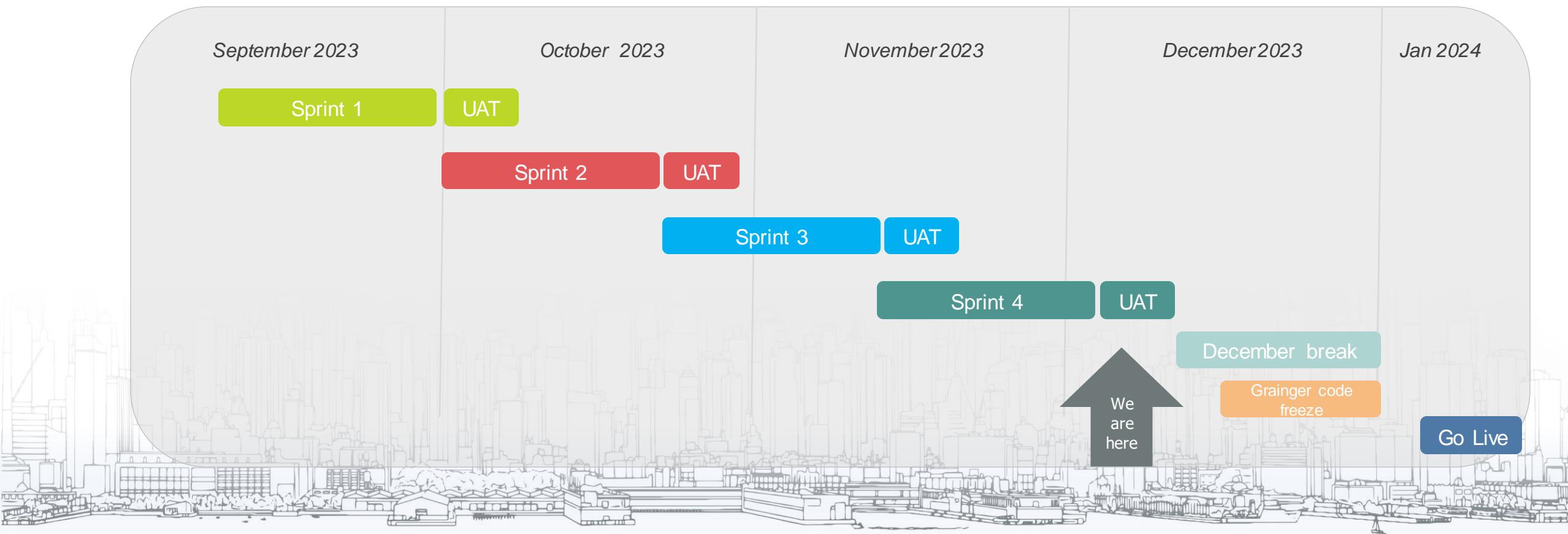


# Agenda

- Project Summary
- Milestones
- Risks and Issues
- Forecast and Budget
- Next Steps

# Project Summary

- Sprint 4 was completed on 1<sup>st</sup> December.
- Go-live is planned for 15<sup>th</sup> January 2024.



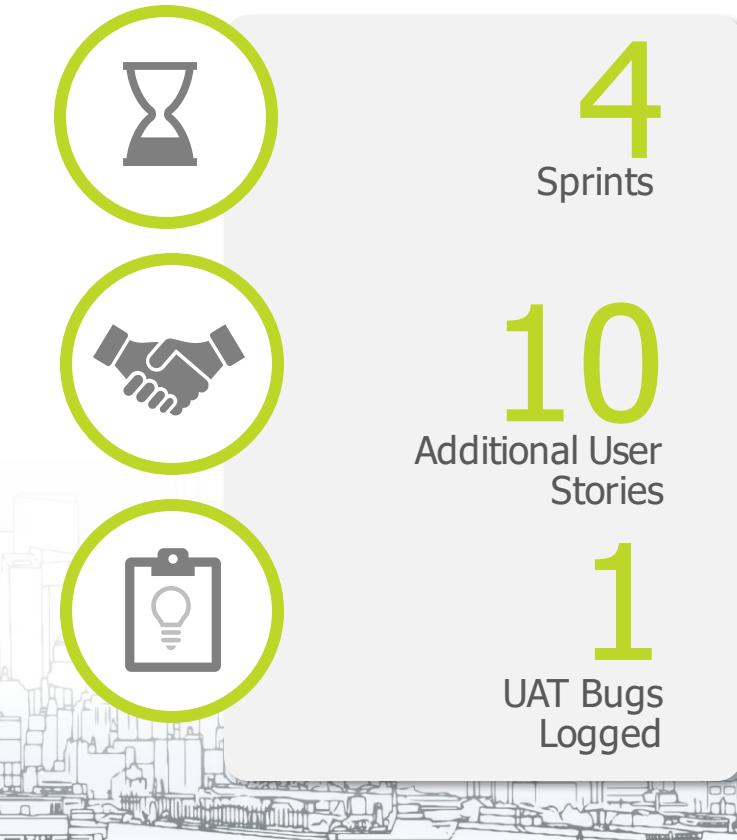
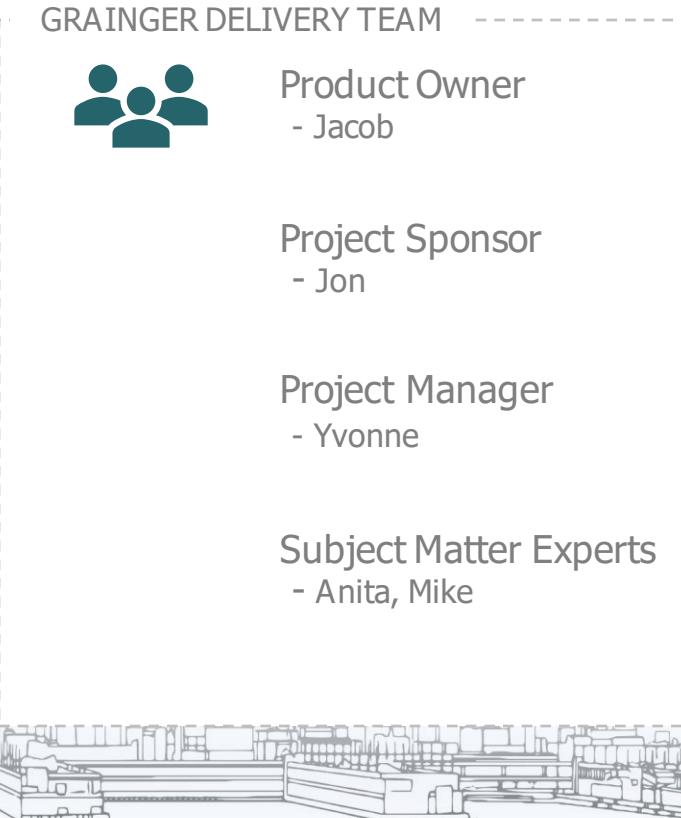
# Project Summary... continued



We followed an agile methodology. Touch points each week included:

- 2 Standups
- 1 Refinement Session.

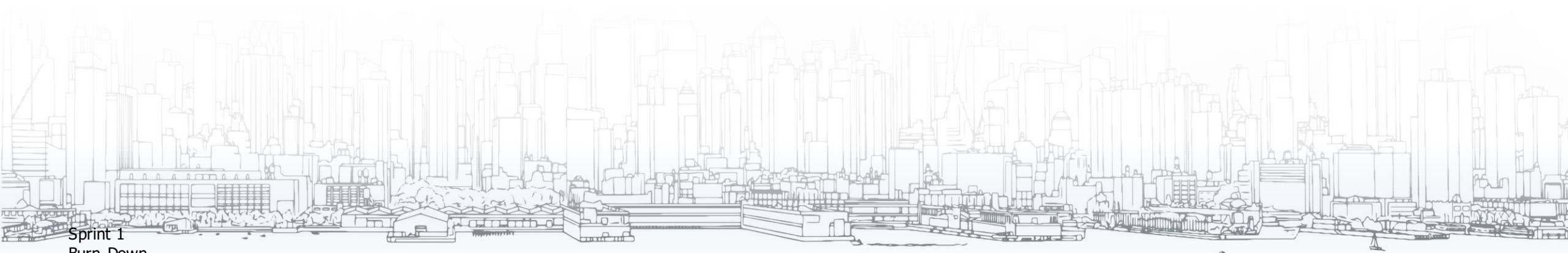
Grainger stakeholders were highly responsive, and the project team as a whole worked very well together.



# Delivery Breakdown



Sprint	Backlog Points	UAT Feedback	Additional Items	Total
1	61	0	0	61
2	76	3	0	79
3	35	16	7	58
4	48	10	19	77
<b>Total</b>	<b>220</b>	<b>29</b>	<b>26</b>	<b>275</b>



# Milestones... continued

Project Objectives per the Statement of Work	Status
Enable users to create & complete an end-to-end void workflow	✓ Completed
Automatically calculate & revise estimated void timelines	✓ Completed
Enable users to upload void-related documents to Salesforce	✓ Completed
Audit history	✓ Completed
Automatically update Salesforce units with void-related information	✓ Completed
Provide a view of voids for a unit & building	✓ Completed
Replace internal notification emails with tasks & dashboards	✓ Completed
Provide a view of task lists for users and teams	✓ Completed
Display a property calendar of onsite void tasks	✓ Completed
Display a dashboard of KPIs & voids behind schedule	✓ Completed



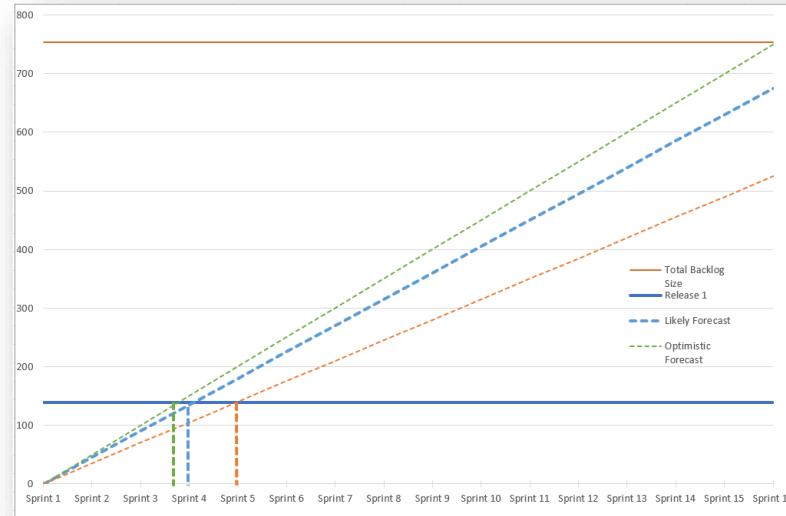
# Risks & Issues

Risk	Impact	Probability	Mitigation
Change management plan	Low	Low	Open Box delivering a User Guide.
No support agreement in place	Med	Med	Open Box to work with Grainger to assess what options are feasible.

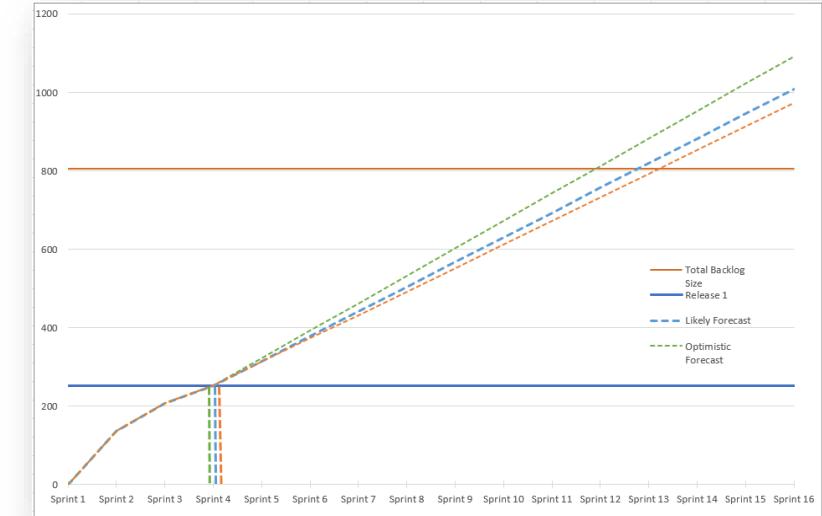
Issue	Impact	Status
None	NA	NA



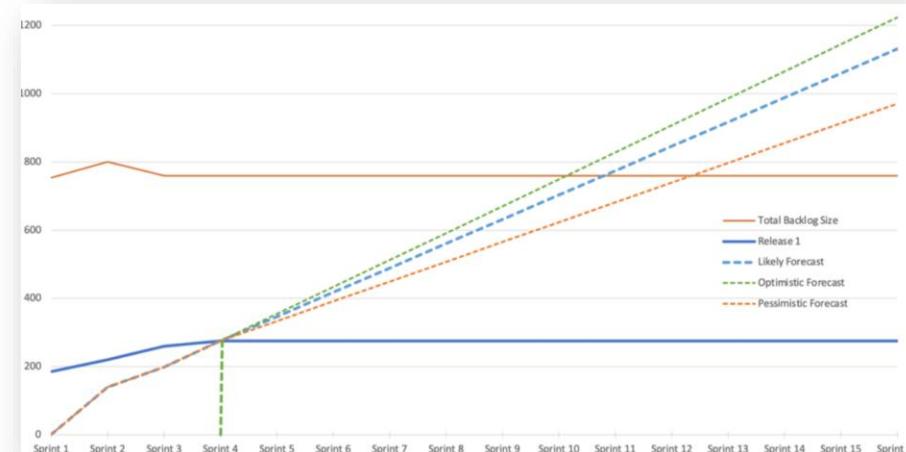
# Forecast



Forecast at start of project

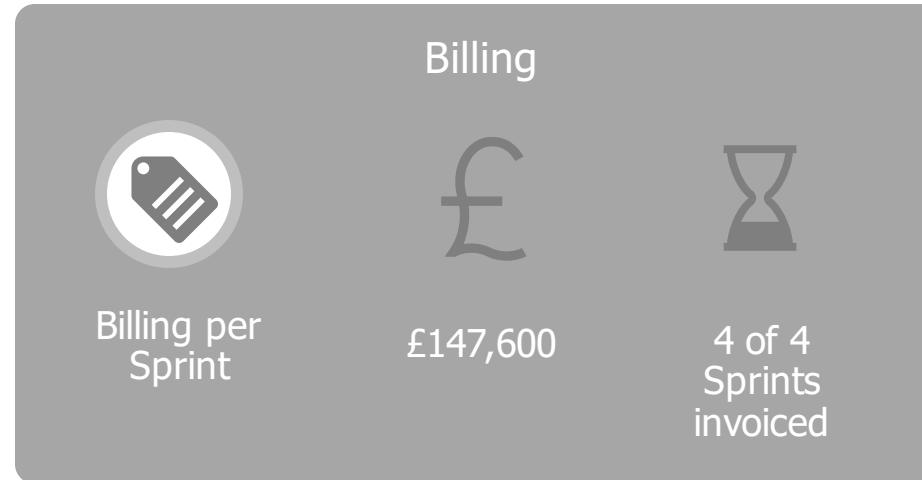


Forecast after sprint 2



Forecast after sprint 4

# Budget



- The project is currently on budget. We anticipate closing out the project without any additional costs
- The billing milestones are as follows:
  - £ 35,100 was billed on 1<sup>st</sup> Oct
  - £ 35,100 was billed on 1<sup>st</sup> Nov
  - £ 70,200 was billed on 1<sup>st</sup> Dec
  - £ 3,600 to be billed 1<sup>st</sup> Jan (UAT)
  - £ 3,600 to be billed 1<sup>st</sup> Feb (Prod support)
- We will continue to monitor and manage project costs closely.

## Next Steps

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- Open Box to deliver the User Guide to facilitate Grainger's Change Management process
- Close out UAT by 15<sup>th</sup> Dec
- Confirm go-live cutover actions
- Go-live on 15<sup>th</sup> Jan
- FTE support
- Release 2
  - Mobile app for onsite operations
  - New workflows – e.g. Early vacation, Garage/Parking Bay
  - Capture wishlist for refurb/refresh
  - Replace FSI PVI checklist
  - Move Out & PVI confirmation emails to tenants



Thank You

