

Project Management Review Summary – Grainger PLC

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



Historical Reports

Project	Void Process - Consultancy		
Period	11 th – 16 th May		
Status Overview	In progress		
Progress in the last week	Item	Completed	Responsible
	Approval of additional hours	12 th May	Grainger
Upcoming deliverables / feedback required	Item	Due	Responsible
	Presentation	6 th Jun	Grainger
Discussions/Risks /Issues	<ul style="list-style-type: none">Planning for collaboration on presentation to business on 6th JunePlanning to roll into build phase shortly after this phase is closed out.		
Utilization	<ul style="list-style-type: none">84 of 110 hours (76%)		
Personnel Notes	<ul style="list-style-type: none">None.		

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	Status
	Approval of additional hours	May 12 th	Grainger	Currently overutilized on the approved hours
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. 			

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	
Upcoming deliverables / feedback required	Presentation deck & draft process documentation		Apr 24 th	Open Box
	Item	Due	Responsible	Status
	Qube demo	May 3 rd	Grainger / Open Box	Scheduled
	Document Management review	May 4 th	Grainger / Open Box	Scheduled
Discussions/Risks /Issues	Salesforce demo	May 10 th	Grainger / Open Box	Scheduled
	<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 			
	<ul style="list-style-type: none"> 30 of 110 hours (27%) 			
Utilization	<ul style="list-style-type: none"> None. 			

