

Project Management Review Summary – Grainger PLC

Project	Rent Smart Wales			
Period	1 st – 12 th Dec 2023			
Status Overview	Project on hold.			
Progress in the last week	Item	Completed	Responsible	
	Approval of additional effort / extended timelines	1 st Dec	Grainger	
	RSW-25 Approval	30 th Nov	Grainger / Open Box	
	Provide updated wording for emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger	
	Confirm list of Special Clauses for Occupation Contracts	11 th Dec	Grainger	
	Updated all email templates with final versions	12 th Dec	Open Box	
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Provide Occupation Contract Template	3 rd Nov	Grainger	Project on hold until these are received
	Provide updated draft tenancy document	3 rd Nov	Grainger	Project on hold until these are received
	Demo	28 th Nov	Grainger / Open Box	Delayed
	UAT	29 th Nov	Grainger	Delayed
	Prod Deployment	15 Jan	Open Box	Will be delayed
Discussions/Risks /Issues	<ul style="list-style-type: none"> The project is on hold until all the final templates have been received. 			

Personnel Notes

- Jacob on leave from 15th December.
- Open Box will be taking extended leave over December.

Initial Backlog

#	Priority	User Story
1	Must Have	As a TPT User, I want to generate an Occupation Contract from an Opportunity for a Welsh property, So that the document can be sent out to be signed
2	Must Have	As a TPT User, I want to send an occupation Contract to all Contract Holders, So that they can sign the document online.
3	Must Have	As a Lettings User, I want the Agreement Type to be occupation Contract for all opportunities in Wales, So that an incorrect document cannot be sent
4	Must Have	As a Grainger User, I want any communication sent to an opportunity for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation
5	Must Have	As a Grainger User, I want any communication sent to an account that is currently living in a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation
9	Must Have	As a Grainger User, I want any communications sent to a lead that is for a Welsh property to have the correct Welsh terminology, So we adhere to Rent Smart Wales legislation

Historical Reports

Project	Rent Smart Wales		
Period	22 nd – 29 th Nov 2023		
Status Overview	Project on hold.		
Progress in the last week	Item	Completed	Responsible
	Additional effort / extended timelines communicated to Grainger	28 th Nov	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible
	Approval of Additional effort / extended timelines	1 st Dec	Grainger
	RSW-25 Approval	30 th Nov	Grainger / Open Box
	Provide updated wording for emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger
	Provide Occupation Contract Template	3 rd Nov	Grainger
	Confirm list of Special Clauses for Occupation Contracts	3 rd Nov	Grainger
	Demo	28 th Nov	Grainger / Open Box
	UAT	29 th Nov	Grainger
	Prod Deployment	15 Jan	Open Box
	<ul style="list-style-type: none"> Open Box has completed as much of the development that is possible using dummy templates. The project is on hold until all the final templates have been received. Implications of putting the project on hold and the subsequent cost was discussed with Grainger. Open Box is awaiting confirmation on how Grainger want to proceed. 		
Discussions/Risks /Issues	<ul style="list-style-type: none"> Open Box has completed as much of the development that is possible using dummy templates. The project is on hold until all the final templates have been received. Implications of putting the project on hold and the subsequent cost was discussed with Grainger. Open Box is awaiting confirmation on how Grainger want to proceed. 		



Personnel Notes	<ul style="list-style-type: none">• Jacob on leave from 15th December.• Open Box will be taking extended leave over December.
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Project	Rent Smart Wales		
Period	15 th – 22 nd Nov 2023		
Status Overview	Build Started		
Progress in the last week	Item	Completed	Responsible
	Review of Production Deployment dates	21 st Nov	Grainger / Open Box
Upcoming deliverables / feedback required	Confirmation of emails that need to be updated for Opportunities	21 st Nov	Grainger
	Item	Due	Responsible
	Provide updated wording for emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger
	Provide Occupation Contract Template	3 rd Nov	Grainger
	Confirm list of Special Clauses for Occupation Contracts	3 rd Nov	Grainger
	Demo	28 th Nov	Grainger / Open Box
	UAT	29 th Nov	Grainger
	Prod Deployment	15 Jan	Open Box



Discussions/Risks /Issues	<ul style="list-style-type: none">Open Box are mitigating the risk of delayed document & email templates by:<ul style="list-style-type: none">Assisting Grainger in identifying all required emails by inspecting existing Salesforce configuration and listing all workflows, process builders and flows where emails are sent.Proceeding with development of the RSW workflows using dummy email templates which will be replaced once final versions are available.
Personnel Notes	<ul style="list-style-type: none">Jacob on leave from 15th December.Open Box will be taking extended leave over December.

Project	Rent Smart Wales		
Period	8 th – 15 th Nov 2023		
Status Overview	Build Started		
Progress in the last week	Item	Completed	Responsible
	Meeting to confirm additional requirements for Tenant Portal. New stories added to backlog.	8th Nov	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible
	Confirmation of emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger
	Provide Occupation Contract Template	3 rd Nov	Grainger
	UAT	29 th Nov	Grainger
	Prod Deployment	6 th Dec	Open Box
Discussions/Risks /Issues	<ul style="list-style-type: none">Timeline remains unchanged with PROD deployment planned for early December before Jacob goes on leave.		



	<ul style="list-style-type: none">Open Box are mitigating the risk of delayed email templates by:<ul style="list-style-type: none">Assisting Grainger in identifying all required emails by inspecting existing Salesforce configuration and listing all workflows, process builders and flows where emails are sent.Proceeding with development of the RSW workflows using dummy email templates which will be replaced once final versions are available.
Personnel Notes	<ul style="list-style-type: none">Jacob on leave in December.Open Box will be taking extended leave over December.

Project	Rent Smart Wales		
Period	2 nd – 8 th Nov 2023		
Status Overview	Build Started		
Progress in the last week	Item	Completed	Responsible
	Confirmation of building availability – coming online in Jan 2024	7 th Nov	Grainger
	Salesforce build started	8 th Nov	Open Box
Upcoming deliverables / feedback required	Item	Due	Responsible
	Confirmation of emails (& any other documents) that need to be updated for Opportunities	3 rd Nov	Grainger
	Provide Occupation Contract Template	3 rd Nov	Grainger
	UAT	29 th Nov	Grainger
	Prod Deployment	6 th Dec	Open Box
Discussions/Risks /Issues	<ul style="list-style-type: none">PC for building has been delayed, but project timeline remains unchanged with PROD deployment planned for early December before Jacob goes on leave.		

Personnel Notes	<ul style="list-style-type: none"> Open Box will be taking extended leave over December.
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Project	Rent Smart Wales			
Period	26 th Oct – 2 nd Nov 2023			
Status Overview	Project Approved			
Progress in the last week	Item	Completed	Responsible	
	Kick-off call	3 rd Nov	Grainger / Open Box	
	Sprint ceremonies to be scheduled	2 nd Nov	Open Box	
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Confirmation of building availability	ASAP	Grainger	The 5-week project duration needs to be considered when planning for the lease commercials
	Confirmation of emails (& any other documents) that need to be updated	3 rd Nov	Grainger	On Track
	Provide Occupation Contract Template	3 rd Nov	Grainger	On Track
Discussions/Risks /Issues	<ul style="list-style-type: none"> Risk: <ul style="list-style-type: none"> Timing of when the building will become available. If it is available at the earliest communicated date, then there is a risk this project will not be completed in time. <p>Open Box is assessing options to close out this project in the shortest timeframe possible.</p>			
Personnel Notes	<ul style="list-style-type: none"> None 			

Project	Rent Smart Wales
Period	26 th Oct

Status Overview	Project Approved			
Progress in the last week	Item		Completed	Responsible
	SOW Signed		26 th Oct	Grainger / Open Box
	Jira project setup		26 th Oct	Grainger
Upcoming deliverables / feedback required	Item	Due	Responsible	Status
	Kick-off call	3 rd Nov	Grainger / Open Box	Open Box to schedule
Discussions/Risks /Issues	<ul style="list-style-type: none">None			
Personnel Notes	<ul style="list-style-type: none">None			