**Virtual Verde release plan emails**

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| **Email 1:**  **From:** content\_manager@officegreen.com  **Date:** March 25  **Subject:** Tutorial videos and help pages completed  Dear Scrum Master,  Good news! The content team had a major project get reassigned, which freed up our team to work on tasks for Virtual Verde. We were able to finish the June seasonal care emails ahead of schedule. We’re now working on the content for July-November emails and expect them to be done before Release 2.  Best,  Content Manager |
| **Consider your options and make a plan:**  **Q. Does the update require your team to take action? If so, what are some possible options to address the update?**  Yes,  Review and integrate the completed content into the existing release plan.   Reallocate resources to other pending tasks since the content team is ahead of schedule.   Coordinate with the content team to prioritize upcoming content for July-November emails.  **Q. Do you need to consult anyone to make a decision? If so, who?**   * Product owner * Content Manager * Development Team Lead   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * Detailed schedule of the upcoming tasks for July-November emails. * Any dependencies that might be affected by the early completion of the June emails. * Feedback from the Product Owner on the priority of the upcoming content.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** Scrum Team  **From:** Scrum Master  **Subject:** Integration of Completed Content and Adjustments to Release Plan  Hi Team,  I wanted to inform you that the content team has completed the June seasonal care emails ahead of schedule and is now working on the July-November emails. This early completion allows us to review and integrate the content into our release plan sooner than anticipated.  Please prioritize the integration of the June emails and coordinate with the content team to ensure smooth progress for the July-November content. Let’s also use this opportunity to reallocate resources to other pending tasks.  Best regards,  Scrum Master |

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| **Email 2:**  **From:** vendor\_manager@officegreen.com  **Date:** April 10  **Subject:** New vendor management system issues  Dear Scrum Master,  Just wanted to flag for you: The new vendor management system/database the team created in an earlier Sprint is having some major technical issues. We’re getting our orders in, but for some reason the stock in the database isn’t matching what’s actually in the warehouse. And I’m losing invoices. Since things are up-and-running with customers, I’m concerned this is going to cause supply chain issues, as well as relationship issues with our vendors. Can you give me an estimate of when we can get it fixed?  Best,  Vendor Manager |
| **Consider your options and make a plan:**  **Q. Does the update require your team to take action? If so, what are some possible options to address the update?**   * Yes, Investigate and fix the technical issues with the vendor management system/database. * Implement a temporary manual tracking system for inventory. * Rollback to the previous system temporarily while the new system is being fixed.   **Q. Do you need to consult anyone to make a decision? If so, who?**   * Development Team * IT Support Team * Product Owner   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * Detailed report on the technical issues faced. * Estimated time required to fix the issues. * Impact assessment on the supply chain and vendor relationships.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** Scrum Team  **From:** Scrum Master  **Subject:** Urgent: Vendor Management System Issues  Hi Team,  We have encountered major technical issues with the new vendor management system/database. The stock in the database isn't matching the actual inventory, and invoices are being lost. This could lead to supply chain and vendor relationship issues.  We need to prioritize investigating and fixing these issues immediately. Please coordinate with the IT Support Team to identify the root cause and provide an estimated time for the fix. In the meantime, implement a temporary manual tracking system for inventory to mitigate the impact.  Best regards,  Scrum Master |

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| **Email 3:**  **From:** vendor\_manager@officegreen.com  **Date:** June 9  **Subject:** We lost our Bonsai supplier  Dear Scrum Master,  I just got a call that our Bonsai tree supplier will stop carrying Bonsai trees at the end of this month. They’re willing to replace our Bonsai orders with different plants, but I’m not sure what kind. I know that we’re only a few weeks away from the July release and that the Bonsai trees are an important part of that release. What are your thoughts?  Best,  Vendor Manager |
| **Consider your options and make a plan:**  **Q. Does the update require your team to take action? If so, what are some possible options to address the update?**   * Yes, Find a new supplier for Bonsai trees.    Replace Bonsai trees with alternative plants.   * Remove Bonsai trees from the release plan until a new supplier is found.   **Q. Do you need to consult anyone to make a decision? If so, who?**   * Product Owner * Vendor Manager * Marketing Team   **Q. Do you need additional information to help reach a decision? If so, what do you need to know?**   * Availability and options for alternative plants from the current supplier. * Feedback from stakeholders on the importance of Bonsai trees for the upcoming release * Potential new suppliers for Bonsai trees and their timelines.   **If you think a change to the release plan is needed, write an email to the Scrum team:**  **To:** Scrum Team  **From:** Scrum Master  **Subject:** Action Required: Bonsai Tree Supplier Issue  Hi Team,  We have been informed that our Bonsai tree supplier will stop carrying Bonsai trees at the end of this month. This issue is critical as Bonsai trees are an important part of our upcoming July release.  We need to take immediate action to address this:   1. Explore options for alternative plants from the current supplier. 2. Identify and contact potential new suppliers for Bonsai trees. 3. Discuss with the Product Owner and stakeholders to determine the best course of action.   Please prioritize this task and provide updates on the progress.  Best regards,  Scrum Master |