

Supplier Risk Monitoring Sprint Report 11 - 11b

Sprint Report

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	24 Nov 2022		
Start	10 Oct 2022	End	21 Oct 2022
Sprint Goal(s)	Finalize the approach for "scenario 3" Map out the specs for "scenario 3"		
Completed Story Points	In this sprint we function by due date so we have no story points.		
Summary	<ul style="list-style-type: none"> • Review list of additional suppliers (following our 1-1s with users) • Prepare tool launch (end of Oct) • Define Hypercare process/support 		
Comments	Sprints are now divided into 1-week increments (hence sprint 11 + 11b)		

Issues Status Report

Status Report

100%

1 issue added to sprint after start time

Completed Issues

Step	Summary	Issue Type	Priority	Status	Story Points (s)
PREFM-280	Test google form - supplier creation	Task	Minor	Done	-
PREFM-281	Prepare "next steps" slide for training (incl. reminder for additional suppliers in tool)	Task	Minor	Done	-
PREFM-284	Question is there a feedback form after the training?	Task	Minor	Done	-
PREFM-284	Refine the process regarding ESG risks and align with Joyce	Task	Minor	Done	-
PREFM-287	Define how/when to communicate the training slides + disc on how to manage email alerts	Task	Minor	Done	-
PREFM-288	test google form	Task	Minor	Done	-
PREFM-289	Hypercare how do we organize	Task	Minor	Done	-

Completed Issues

Step	Summary	Issue Type	Priority	Status	Story Points (s)
PREFM-214	As a POC, I want to set up a process for new suppliers creation so that we have a formalized process	Story	Minor	Done	-
PREFM-256	Book Meetings for 1-1 with buyers to review supplier list	Task	Minor	Done	-
PREFM-257	Escalation issue data load in RiskMethods	Task	Minor	Done	-
PREFM-258	Send out invitation to 1/1 with buyers - confirmation of suppliers list	Task	Minor	Done	-
PREFM-261	Reach out to Andrew Bettman to help out in Risk Assessment Campaign 2022 both issues if any	Task	Minor	Done	-
PREFM-262	Prepare email to inform Steven on Scenario 3 & key next steps going forward	Task	Minor	Done	-
PREFM-264	Reach out to Andrew Betger to help out in 2022 Risk Assessment Campaign both issues, if any	Task	Minor	Done	-
PREFM-265	help with communication to clients on chosen new scenario	Task	Minor	Done	-
PREFM-268	contact Ann to cancel training for CESI not in scope (ann@howeandwicks.com)	Task	Minor	Done	-
PREFM-268	Refine the process based on the new scenario	Task	Minor	Done	-
PREFM-271	Work with Anne Van Hill to update list of users to be trained w/c 17 & 24th October	Task	Minor	Done	-
PREFM-272	inform change of scope of project to Acoma and Howeare HODs	Task	Minor	Done	-
PREFM-274	new high level planning	Task	Minor	Done	-
PREFM-275	inform ESG and work with ESG on new scope and its impact on ESG supplier list	Task	Minor	Done	-
PREFM-276	Build guidance structure on how to assess and response to the identified risks	Task	Minor	Done	-