

TEMPLATE - [Platform Name] – Quarterly Planning and Commitment Review - [FY26 Q3/Q4]

- ☐ Complete document
- ☐ Update Quarterly Planning Jira board
- ☐ Share quarterly planning document with Platform Owners and Technology All
- ☐ Update Jira Projects with approved features for next quarter

Date	Date meeting was carried out
Product Owner	Platform Owner
Platform Owners	Platform owners
Date Approved	Date document was approved
Attendees	Attendee names

Pre Meeting Notes: Add notes if applicable

For example, Muhammed was unable to attend, delegate was not sent. I have shared this in the commercial platform owner slack channel.

Objective

- Review current quarter commitments and outcomes.
- Align on business priorities for the upcoming quarter.
- Agree on what will roll over, de-scope or move to discovery.
- Review ‘To be Prioritised’ features.
- Review ‘Parking Lot-Future Consideration' features.

Committed Last Quarter (FY26-Q3)

Copy from last quarters document

	Feature
1	 CP-2184: Prepare Plan & Execute Migration of Agent Portal to Ford IN PROGRESS

2	⚡ CP-2222: Estimate UAE E-Invoicing Integration BUSINESS ACCEPTED
3	⚡ CP-2256: Create MEAA Billing Document Template for E-Invoicing IN PROGRESS
4	⚡ CP-2279: Implement Automation of Generating Customer Transaction History DONE
5	⚡ CP-2297: Supplier Selection for Expense Management System DONE
6	⚡ CP-2303: Research Third Party Tools for Teams & Salesforce Integration IN PROGRESS
7	⚡ CP-2177: Configure QR code for all Nigerian invoices IN PROGRESS
8	⚡ CP-2175: Salesforce/Certinia Configuration for Small Payments DISCARDED

End of Quarter Status - [FY26-Q2]

Insert screen capture of quarterly planning board. Flag epics that were not completed (still In Progress) as blocked.

See example below.

Jira

Search

Create

Ask Rovo

Spaces / Commercial Platform

Commercial Platform Quarterly Planning - Dips

Timeline

Kanban board

Reports

All work

Components

Development

Deployments

Archived work items

Pages

Shortcuts

Slack integration

ScriptRunner Enhanced Search

More

Search board

Epic

Label

Quick filters

Clear filters

Group: Queries

DISCOVERY

DE-SCOPED/PARKING LOT/ON HOLD 6/78

IN PROGRESS 2/2

DELIVERED 11/90

Add Second Approver to Discount Process

ADD SECOND APPROVER TO DISCOUNT PROCESS

31 Mar 2026

FY26-Q2-De-Scoped, FY26-Q2-Mid-Quarter, Parking Lot-Future Backlog

CP-2213

Automate Existing Cash Matching Customer Receipts Process

AUTOMATE EXISTING CASH MATCHING CUSTOMER RECEIPTS PROCESS

30 Sept 2026

FY26-Q2-Committed, FY26-Q4-Proposed, FY26-Q2-De-Scoped Backlog

CP-2178

PO - Demo Out of Box to Platform Owners

PO - DEMO OUT OF BOX TO PLATFORM OWNERS

31 Mar 2026

FY26-Q2-Committed, FY26-Q2-De-Scoped, On Hold-Business I Backlog

CP-2072

Transition to Flow: Workflow and Process Builder Retirement (Ford)

TRANSITION TO FLOW: WORKFLOW AND PROCESS BUILDER RETIREME...

30 Sept 2026

FY26-Q1-Committed, FY26-Q2-Committed, FY26-Q4-Proposed, Backlog

CP-1948

Enable SSO for AdobeSign

ENABLE SSO FOR ADOBE SIGN

31 Dec 2026

FY26-Q1-Committed, FY26-Q2-Committed, FY27-Q1-Proposed Backlog

CP-1792

Arrange Workshops for Sponsorship Process Requirements

ARRANGE WORKSHOPS FOR SPONSORSHIP PROCESS REQUIREMENTS

31 Mar 2026

FY26-Q2-Committed, FY26-Q2-De-Scoped, To be Prioritised Backlog

CP-1291

Configure QR code for all Nigerian invoices

CONFIGURE QR CODE FOR ALL NIGERIAN INVOICES

30 Jun 2026

milestone

FY26-Q2-Committed, FY26-Q3-Committed

In Progress

CP-2177

Salesforce/Certinia Configuration for Small Payments

SALESFORCE/CERTINIA CONFIGURATION FOR SMALL PAYMENTS

31 Mar 2026

milestone

q2-26-cp

FY26-Q2-Committed, FY26-Q3-Committed

In Progress

CP-2175

Country, Street, City and Postal Code to be Mandatory in Salesforce

COUNTRY, STREET, CITY AND POSTAL CODE TO BE MANDATORY IN SAL...

31 Mar 2026

milestone

FY26-Q2-Mid-Quarter

Done

6P-2295

Add Additional Cancellation Reasons

ADD ADDITIONAL CANCELLATION REASONS

31 Mar 2026

milestone

FY26-Q2-Mid-Quarter

Done

6P-2225

Salesforce Technical Debt - Phase 1

SALESFORCE TECHNICAL DEBT - PHASE 1

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-2240

Review Outbound Message Configuration in all Orgs - Mandatory Request from Salesforce

REVIEW OUTBOUND MESSAGE CONFIGURATION IN ALL ORGS - MANDA...

31 Mar 2026

milestone

FY26-Q2-Committed, FY26-Q1-Mid-Quarter

Done

6P-2201

Customer Country Field to be Mandatory Before Sending a Contract

CUSTOMER COUNTRY FIELD TO BE MANDATORY BEFORE SENDING A CO...

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-2101

Discuss Agent Portal Migration Process with Magentrix

DISCUSS AGENT PORTAL MIGRATION PROCESS WITH MAGENTRIX

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-1901

Changes to existing Purchase Order Process to Facilitate Completion of Supplier Sustainability Form

CHANGES TO EXISTING PURCHASE ORDER PROCESS TO FACILITATE CO...

31 Mar 2026

milestone

q2-26-cp

FY26-Q1-Committed, FY26-Q2-Committed

Done

6P-1785

Historic Customer Statements

HISTORIC CUSTOMER STATEMENTS

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-1509

Gather Requirements & Propose Solution for Statement of Accounts

GATHER REQUIREMENTS & PROPOSE SOLUTION FOR STATEMENT OF AC...

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-1326

Upgrade AdobeSign to Latest Version

UPGRADE ADOBE SIGN TO LATEST VERSION

31 Mar 2026

milestone

FY26-Q1-Committed, FY26-Q2-Committed

Done

6P-1317

Review Teams into Salesforce Out of the Box Functionality

REVIEW TEAMS INTO SALESFORCE OUT OF THE BOX FUNCTIONALITY

31 Mar 2026

milestone

FY26-Q2-Committed

Done

6P-86

End of Quarter Breakdown - Delivered

List all features that were:

1.  *Delivered to Business*
2.  *Discovery Completed*
3.  *Technical Debt - Completed*

See examples below.

	Feature	End of Quarter Comments	Status
1	Country, Street, City and Postal Code to be Mandatory in Salesforce	Due to AdobeSign SSO being blocked, this ticket was brought in for a technical review. The team not only completed the review successfully but also progressed through development and testing, resulting in the feature being delivered and made live for the business.	 Delivered to Business
2	Add Additional Cancellation Reasons	Due to AdobeSign SSO being blocked, this ticket was brought in for a technical review. The team not only completed the review successfully but also progressed through development and testing, resulting in the feature being delivered and made live for the business.	 Delivered to Business

3	Review Teams into Salesforce Out of the Box Functionality	Discovery completed. Third party tool review and implementation in Q3.	✓ Discovery Completed
4	Gather Requirements & Propose Solution for Statement of Accounts	Discovery completed. Implementation in Q3.	✓ Discovery Completed
5	Salesforce Technical Debt - Q2	Technical debt. Completed.	✓ Technical Debt - Completed

End of Quarter Breakdown - Mid-Quarter

List all features that were added mid-quarter

▶ In Proress

✓ Delivered to Business

	Feature	End of Quarter Comments	Status
1	Bulk upload for International/foreign payments via NatWest	This was added mid-quarter as Salesforce/Certinia Configuration for Small Payments was de-scoped. The feature is to automate upload of bank files for international/foreign payments via NatWest	▶ In Progress (with Certinia - third party)

End of Quarter Breakdown - Not Completed

List epics which were not completed and provide comments. Epics listed in this table should match the epics which have been flagged as blocked in section one.

See example below:

	Feature	End of Quarter Comments	Status
1	Configure QR code for all Nigerian invoices	This is blocked by KPMG/legal. From Liz - stalled due to the legals. They came back with numerous comments on our DPA and we went back with comments on their engagement contract so we are in the back and forth stage. Added to Q3.	✗ Not Completed
2	Salesforce/Certinia Configuration for Small Payments	Formulayt team are waiting on Stripe information. Added to Q3.	✗ Not Completed

End of Quarter Breakdown - De-Scoped

List epics which were de-scoped and provide comments. Epics listed in this table should match the epics in the de-scoped column in section one.

See example below:

	Feature	End of Quarter Comments	Status
1	Add Second Approver to Discount Process	This was added mid-quarter and then de-scoped. As agreed this has been moved to 'Parking Lot-Future Consideration.	 De-scoped
2	Transition to Flow: Workflow and Process Builder Retirement (Ford)	Mandatory technical debt was enforced by Salesforce which needed to be	 De-scoped

		completed in Q2. Proposed for Q4.	
3	Enable SSO for AdobeSign	We currently have 2 Adobe accounts, these need to be combined into one in order for us to enable SSO across all Adobe products. This has been moved to FY27-Q1 for review. We are going into our busy period and cannot take the risk of enabling AdobeSign SSO and having downtime.	 De-scoped

FY26-Q3 Planned Commitment

ADD SCREENGRAAB OF COMMITTED

List epics which have been committed for the following quarter. Epics listed must match the quarterly planning board once the new quarter starts.

Clarify which were carried over from the previous quarter.

See example below.

	Feature	Status
1	❖ CP-2184: Prepare Plan & Execute Migration of Agent Portal to Ford IN PROGRESS	 Committed for Delivery
2	❖ CP-2222: Estimate UAE E-Invoicing Integration BUSINESS ACCEPTED	 Committed for Delivery
3	❖ CP-2256: Create MEAA Billing Document Template for E-Invoicing IN PROGRESS	 Committed for Delivery
4	❖ CP-2279: Implement Automation of Generating Customer Transaction History DONE	 Committed for Delivery

5	↗ CP-2297: Supplier Selection for Expense Management System DONE	 Committed for Delivery
6	↗ CP-2303: Research Third Party Tools for Teams & Salesforce Integration IN PROGRESS	 Committed for Delivery
7	↗ CP-2177: Configure QR code for all Nigerian invoices IN PROGRESS	 Carried Over
8	↗ CP-2175: Salesforce/Certinia Configuration for Small Payments DISCARDED	 Carried Over

 End of Meeting Notes: *Add notes if applicable*

We had planned to start investigation work on MEAA billing document template at the beginning of the quarter but we have agreed to put this on hold. This will allow us to focus on UAE E-Invoicing as there is a firm deadline of 01/01/2027, it will also give us flexibility should Salesforce resources be required for other features