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# Plant Pals Operations and Training plan Statement of Work

## Project Lead: Project Manager

## Project Sponsor: The Director of Product

## Revision History:

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| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
|  |  |  |  |
|  |  |  |  |

## Purpose:

The vendor will configure inventory and fulfillment tracking software for the Office Green team

## Scope / Major Project Activities:

* The vendor will also install the new software on all Office Green devices and equipment
* The vendor will install fulfillment equipment in Office Green’s warehouses
* The vendor will create training manuals and a maintenance guide for the software and equipment.
* The vendor will meet with the Training Manager and the HR Specialist to explain the training manuals and answer questions.

## Out-of-scope activities:

* The vendor is not responsible for training other employees or ongoing maintenance.

## Deliverables:

* Install Supply chain Management equipment Software
* Create trainings manuals for the software

## Schedule Overview / Major Milestones:

* Milestone 1: Installation of new software
* Milestone 2: Installation fulfilment equipment’s
* Milestone 3: Create trainings manuals and maintenance guide

## Estimated hours for completion:

* 160 Hours

## Estimated date for completion:

* April 24

## Payment Terms

* Vendor once they have completed all of the work