Office Green

Plant Pals Operations and Training – Supply Chain Management Software and Equipment Installation

Project Lead: Project Manager

Project Sponsor: Director of Product

Revision History:

Revision date	Revised by	Approved by	Description of change

Purpose: The purpose of this Statement of Work is to engage the vendor in configuring and installing supply chain management software and fulfillment equipment for Office Green's Plant Pals service. This work will ensure accurate inventory tracking, streamlined fulfillment processes, and the delivery of supporting documentation to enable successful training and long-term operational efficiency.

Scope / Major Project Activities:

- Configure inventory and fulfillment tracking software for the Office Green team, including auditing existing software and developing optimizations.
- Install the new software on all Office Green devices and equipment (laptops, mobile devices, and hard drives).
- Install fulfillment equipment in Office Green's warehouses.
- Create training manuals and a maintenance guide for the software and equipment.
- Meet with the Training Manager and HR Specialist to explain the training manuals and answer questions

Out-of-scope activities:

- Training Office Green employees to use the supply chain management software and fulfillment equipment.
- Providing ongoing system maintenance, monitoring, or technical support after the initial installation
- Adding new features or making custom modifications to the software beyond the agreed configuration.
- Procuring or replacing additional hardware, devices, or warehouse equipment not specified in this agreement.

Deliverables:

- Configured Software - Inventory and fulfillment tracking software audited, optimized, and fully configured for Office Green operations.
- Installed Systems - Software deployed on all designated Office Green devices and equipment (laptops, mobile devices, and hard drives).
- Documentation - Comprehensive training manuals for the software and equipment and a detailed maintenance guide outlining procedures for system upkeep.
- Knowledge Transfer - One session with the Training Manager and HR Specialist to walk through training materials and answer questions.

Schedule Overview / Major Milestones:

- Milestone 1: Software Audit and Configuration
- Milestone 2: Installation of Systems and Equipment
- Milestone 3: Documentation and Knowledge Transfer

Estimated hours for completion:

10 business days × 8 hours/day =80 hours total

Estimated date for completion:

- *The vendor must complete all work by **April 23, 2025**.*

Payment Terms

*Office Green will pay the vendor **in full upon successful completion of all deliverables** outlined in this Statement of Work. Payment will be issued only after:*

- *All software and fulfillment equipment have been configured and installed.*

- *Training manuals and maintenance guides have been delivered.*

- *The knowledge transfer session with the Training Manager and HR Specialist has been completed.*

- *Final acceptance is confirmed by the Project Manager and Project Sponsor.*