[Plant Pals] Statement of Work

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Project Sponsor: Director of Product

Revision History:

Revision date	Revised by	Approved by	Description of change
04/11/2022	Director of Product	Director of Product	Purpose
04/12/2022	HR Specialist	Director of Product	Estimated hours for completion

Purpose:

Select a vendor to install supply chain management software and equipment.

Scope / Major Project Activities:

- Configure inventory and fulfillment tracking software for the Office Green team, including auditing existing Office Green 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 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:

- New fulfillment tracking Office Green software.
- Training manuals and a maintenance guide.

Schedule Overview / Major Milestones:

- Milestone 1: Configure inventory and fulfillment tracking software for the Office Green team.
- Milestone 2: Install the new software on *all* Office Green devices and equipment (laptops, mobile devices, and hard drives) and in Office Green's warehouses.
- Milestone 3: Create training manuals and a maintenance guide for the software and equipment.

Estimated hours for completion:

80 hours

Estimated date for completion:

April, 25.

Payment Terms

- Office Green will pay the vendor once they have completed all of the work.