



## Install Supply Chain Management Software and Equipment

**Project Lead:** Carl Marcondes

**Project Sponsor:** Director of Product

**Revision History:**

Revision date	Revised by	Approved by	Description of change
06/12/22	Carla	DoP	

**Purpose:** To configure inventory, tracking software and install software in all equipments. Create training manual.

### Scope / Major Project Activities:

- The vendor will configure inventory and fulfillment tracking software for the Office Green team. This includes auditing existing Office Green software and developing optimizations.
- The vendor will also install the new software on *all* Office Green devices and equipment (laptops, mobile devices, and hard drives).

- The vendor will create training manuals and a maintenance guide for the software and equipment.

#### **Out-of-scope activities:**

- No need to train or install software on future equipments or new employees.

#### **Deliverables:**

- Optimize deliveries and tracking.
- Team more prepared

#### **Schedule Overview / Major Milestones:**

- All equipments updated
- Manual creation
- Trained team

#### **Estimated hours for completion:**

*10 working days*

#### **Estimated date for completion:**

*20/12/2022*

#### **Payment Terms**

*Once all work is completed.*