



| Milestone | Task ID |
|-----------|---------|
|-----------|---------|

| | |
|---|-----|
| | 1.1 |
| Establish a plant delivery and logistics plan | 1.2 |
| | 1.3 |
| Select and install supply chain management software and equipment | 2.1 |
| | 2.2 |
| | 2.3 |
| Develop and launch employee training program | 3.1 |
| | 3.2 |
| | 3.3 |

| Task | Owner | Duration (days) |
|--|---------------|-----------------|
| Choose Delivery Districts | Director | 30 |
| Compute high and low delivery numbers per district per quarter | Analyst | 60 |
| Hire necessary amount of delivery drivers | HR Specialist | 90 |
| Research latest trends and technology | Manager | 15 |
| Choose suite of support products and equipment | Director | 30 |
| Install supply-chain management software | Manager | 90 |
| Write employee training manual | HR Specialist | 60 |
| Create visual training program using material from manual | Manager | 180 |
| Train 1 manager from each district using the program | Manager | 200 |



| Start Date | End Date |
|-----------------|--------------------|
| May 11, 2023 | June 10, 2023 |
| June 11, 2023 | August 10, 2023 |
| July 10, 2023 | October 8, 2023 |
| May 11, 2023 | May 26, 2023 |
| May 27, 2023 | June 26, 2023 |
| June 27, 2023 | September 25, 2023 |
| October 9, 2023 | December 8, 2023 |
| October 9, 2023 | April 6, 2024 |
| April 7 2024 | October 24 2024 |

Notes

processes are correctly implemented

FA tracks costs and calculates revenue

FA manages training and developing training protocols with FA

assistance

IM maintains inventory and oversees software installation

processes are correctly implemented

IM maintains inventory and oversees software installation

assistance

Supports training protocol creation with FA, runs the training program

on established protocols, and refines training processes

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