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# Plant Pals Operating and Training Plan Statement of Work

## Project Lead: Angela Brown

## Project Sponsor: Director of Product

## Revision History:

| Revision date | Revised by | Approved by | Description of change |
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## Purpose: Install supply chain management software and equipment using the proper systems and procedures. Create a training manual and program for employees.

## Scope / Major Project Activities:

* Configure inventory and fulfillment tracking software for the Office Green team.
* Audit existing Office Green software and develop optimizations.
* Install new software on *all* Office Green devices and equipment (laptops, mobile devices, hard drives)
* Install fulfillment equipment in all 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:

* Training other employees
* Ongoing maintenance

## Deliverables:

* Installation and configuration of software on all Office Green Devices
* Training Manuals and Maintenance Guide

## Schedule Overview / Major Milestones:

* Milestone 1: Software configuration and installation
* Milestone 2: Equipment installation
* Milestone 3: Training manuals and maintenance guide

## Estimated hours for completion: 80 hours

## Estimated date for completion: Friday, April 23

## Payment Terms

*All vendors and contractors will be paid upon the delivery of goods and services, unless  
otherwise negotiated.*