Project Plant Pals Operations & Training - Statement of Work

Project Lead: Project Manager

Project Sponsor: Director of Production

Revision History: 1

Revision date	Revised by	Approved by	Description of change
03/05	Fulfillment Director	Director of Production	Revision of scope accuracy

Purpose: to install and configure new supply chain management software and equipment and create training manuals for these products.

Scope / Major Project Activities:
- Configuration of inventory and fulfillment tracking software for the Office Green Team, developing optimizations and auditing existing Office Green Software
- Installation of new software on all Office Green devices and equipment (laptops, mobile devices, hard drives)

- Installation of fulfillment equipment in Office Green's warehouses
- Creation of training manuals and maintenance guide for the software and equipment
- Meet with two Office Green employees to discuss the training manuals and answer questions

Out-of-scope activities:
- Training future employees
- Ongoing maintenance

Deliverables:
- An optimized software for tracking inventory and fulfillment for Office Green that includes Plant Pals Project
- Pallet jacks, hand trucks and order pickers installed and ready to use (fulfillment)
- A training manual for software and one user's guideline per equipment

Schedule Overview / Major Milestones:
- Milestone 1: setup of inventory management and fulfillment software
- Milestone 2: installation of fulfillment equipment
- Milestone 3: establishing internal safety protocols for equipment

Estimated hours for completion:

80 hours of work (10 working days of 8-hour work shifts)

Estimated date for completion:

Monday, April 22

Payment Terms
Office Green will provide the payment once all work is completed