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# Plant Pals Operations and Training Statement of Work

## Project Lead: Julianah Balogun

## Project Sponsor: Abayomi Omosehin

## Revision History:

| Revision date | Revised by | Approved by | Description of change |
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## Purpose: Install supply chain management software and equipment

## Scope / Major Project Activities:

* Configure inventory and fulfillment tracking software for the Office Green team
* 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.

## Out-of-scope activities:

* Training other employees or ongoing maintenance

## Deliverables:

* Configure inventory and fulfillment tracking software for the Office Green team
* Install the new software on *all* Office Green devices and equipment
* 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

## 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
* Milestone 3: Install fulfillment equipment in Office Green’s warehouses

## Estimated hours for completion:

*80 hours.*

## Estimated date for completion:

*April 26, 2022.*

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## Payment Terms: Payment will be done after completion