

Project Plant Pals

Operations & Training Plan

**October 31st**

Document Status: **Draft** | In Review | Approved

**Executive Summary:**

*To create and implement the Operations and Training Plan for an efficient and sustainable fulfillment of Plant Pals Daily Operations.*

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| **Project Goal** |
| ***SMART: S****pecific,* ***M****easurable,* ***A****ttainable,* ***R****elevant, and* ***T****ime-bound*   * Increase the delivery rate to 95% by installing a new supply chain management system and training employees by the end of the month. |

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| **Deliverables** |
| 1. Creation of plant delivery and logistics plan. 2. Installation of processing and supply chain management software for inventory efficiency. 3. Launch an employee training program. |

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| **Business Case / Background** |
| **Why are we doing this?**   * This project is highly requested by the production team and the finance team to increase the production rate and to minimize overhead costs. |

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| **Benefits, Costs, and Budget** |
| **Benefits:**   * Support new service leading to 5% revenue increase, reduce late shipments and related costs, increase customer satisfaction * *Additional benefits (optional)*:   **Costs:**   * Price of software, installation fees, time spent on hiring and training * *Additional cost areas (optional)*:   **Budget needed:**   * $75,000 |

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| **Scope and Exclusion** |
| **In-Scope:**   * Customer service standards, delivery processes, training protocols * *Other in-scope items (optional)*:   **Out-of-Scope:**   * Product development, vendor contracts * *Other out-of-scope items (optional)*: |

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| **Project Team** |
| **Project Sponsor:** Director of Operations  **Project Lead:** Project Manager (You!)  **Project Team:** Fulfillment Director, Quality Assurance Tester, Inventory Manager, Financial Analyst, Human Resources Specialist, Training Manager  **Additional Stakeholders:** VP of Customer Success, Account Manager, Receptionist, Sales Director, Sales Team, Marketing Director, Investors |

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| **Measuring Success** |
| **What is acceptable:**   1. On-time delivery rate of 95% within the first month. 2. 100% of products in shipping should be in fulfillment centers 2 business days before transit. 3. 90% of total employees onboard and under training before service launch. |