# Plant Pals Operations Project Statement of Work

## Project lead: Project Manager

## Project sponsor: Director of Product

## Revision History:

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| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
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## Purpose: The goal of this Statement of Work (SoW) is the successful configuration and installation of new inventory and fulfillment tracking software and equipment for the Plant Pals team.

## Scope / major project activities:

* Install and configure inventory and fulfillment tracking software on all devices that employees will use to manage inventory and schedule deliveries (includes auditing existing Office Green software and developing optimizations)
* Create training manuals and a maintenance guide for the software and equipment
* Install fulfillment equipment in Office Green’s warehouses
* Meet with two Office Green employees to review the manuals and answer questions about the software and equipment

## Out-of-scope activities:

* Ongoing maintenance of the software (beyond the contract dates)
* Ongoing training of employees (beyond the contract)

## Deliverables:

* Installation and configuration of software on all Office Green devices
* Training manuals and maintenance guide

## 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: Monday, April 26

## Payment Terms

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