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# Plant Pals Operations Project Statement of Work

## Project Lead: Project Manager

## Project Sponsor: Director of Product

## Revision History:

| 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

## 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*

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## Payment Terms

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

*otherwise negotiated.*