Office Green

Gantt Chart

TITLE: Plant Pals Operations and Training Plan

PROJECT MANAGER: Srijan Mohan

COMPANY NAME: Office Green

CREATION DATE: 02/15

TASK ID NUMBER	MILESTONES & TASKS	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Establish a plant delivery and logistics plan**					
1.1	Source packaging materials	Fulfillment Director	3/1	3/12	10	0%
1.2	Hire delivery drivers	Human Resource Specialist	3/15	3/26	10	0%
1.3	Calculate the delivery fees	Financial Analyst	3/29	4/9	10	0%
2	**Select and install supply chain software and equipment**					
2.1	Supervise vendor setup of inventory management and fulfillment software	Inventory Manager	4/12	4/14	3	0%
2.2	Supervise vendor installation of the fulfillment equipment	Fulfillment Director	4/15	4/16	2	0%
2.3	Determine internal safety protocols for the equipment	Quality Assurance Tester	4/19	4/30	10	0%
3	**Develop and launch an employee training program**					
3.1	Develop training sessions	HR Specialist	5/3	5/14	10	0%
3.2	Train employees to use the software and equipment	Training Manager	5/17	5/28	10	0%
3.3	Monitor employee progress and improve training processes	Training Manager	5/31	6/11	10	0%