# 

# [Project Title] Statement of Work

## Project Lead: John Doe

## Project Sponsor: Jane Smith

## Revision History:

| Revision date | Revised by | Approved by | Description of change |
| --- | --- | --- | --- |
| 2024-01-01 | John Doe | Jane Smith | Initial draft and scope |
| 2024-02-15 | John Doe | Jane Smith | Updated out-of-scope activities |

## Purpose:

The purpose of this project is to develop and implement a comprehensive logistics and delivery plan for Plant Pals, aimed at improving delivery efficiency and customer satisfaction. This will involve the procurement of delivery vehicles, the training of delivery personnel, and the establishment of distribution channels.

## Scope / Major Project Activities:

* **Procurement of Delivery Trucks**
  + Identify and purchase suitable delivery trucks.
  + Ensure trucks are equipped with necessary technology and branding.
* **Develop Logistics Plan**
  + Create a detailed logistics plan covering routes, schedules, and contingency strategies.
  + Collaborate with internal stakeholders to finalize the plan.
* **Training Delivery Personnel**
  + Conduct training sessions for delivery personnel on new logistics plan and vehicle operations.
  + Implement a certification process for trained personnel.
* **Set Up Distribution Channels**
  + Negotiate contracts with key suppliers and distributors.
  + Establish efficient distribution channels to streamline operations.
* **Marketing Campaign**
  + Design and launch a marketing campaign to promote new delivery services.
  + Utilize various platforms including social media, local events, and partnerships.
* **Project Management and Coordination**
  + Regular project meetings and updates.
  + Monitor progress and make necessary adjustments to keep the project on track.

## Out-of-scope activities:

* **Maintenance of Delivery Trucks**
  + Regular maintenance and servicing of the delivery trucks post-purchase are out-of-scope for this project. This will be handled by the operations team.
* **Customer Service Management**
  + Ongoing customer service and support related to delivery inquiries are not included in this project and will remain under the purview of the customer service department.
* **Long-term Marketing Strategy**
  + Development of a long-term marketing strategy beyond the initial campaign for the new delivery services.
* **IT Systems and Software Development**
  + Development or maintenance of IT systems and software required for logistics tracking and management are not part of this project.

## Deliverables:

**Purchased Delivery Trucks**

* Two fully equipped delivery trucks ready for operations.

**Logistics Plan Document**

* A comprehensive logistics plan document including routes, schedules, and contingency plans.

**Trained Delivery Personnel**

* Certification of trained delivery personnel.

**Distribution Contracts**

* Signed contracts with key suppliers and distributors.

**Marketing Materials**

* Designed and distributed marketing materials for the campaign.

**Project Reports**

* Regular project status reports and a final project completion report.

## Schedule Overview / Major Milestones:

* Milestone 1: **Establish a plant delivery and logistics plan**
* Start Date: 2024-01-15
* End Date: 2024-02-28
* Key Deliverables: Delivery trucks purchased, logistics plan developed.
* Milestone 2: **Set up distribution channels**
* Start Date: 2024-03-01
* End Date: 2024-03-31
* Key Deliverables: Distribution contracts signed.
* Milestone 3: **Launch marketing campaign**
* Start Date: 2024-04-01
* End Date: 2024-04-30
* Key Deliverables: Marketing materials created and campaign launched

## Estimated hours for completion:

| **Task** | **Estimated Hours** |
| --- | --- |

| Purchase delivery trucks | 40 |
| --- | --- |

| Develop logistics plan | 80 |
| --- | --- |

| Train delivery personnel | 60 |
| --- | --- |

| Set up distribution channels | 40 |
| --- | --- |

| Launch marketing campaign | 80 |
| --- | --- |

| Project management & meetings | 40 |
| --- | --- |

| **Total Estimated Hours** | **340** |
| --- | --- |

## Estimated date for completion: 2024-04-30

## 

## Payment Terms

***Milestone 1 Completion:*** *40% of total budget upon completion of Milestone 1.*

***Milestone 2 Completion:*** *30% of total budget upon completion of Milestone 2.*

***Milestone 3 Completion:*** *20% of total budget upon completion of Milestone 3.*

***Final Report Submission:*** *10% of total budget upon submission and approval of the final project report.*