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# [Plant Pals Operation Project] Statement of Work

## Project Lead: Pyae Phyo Maung

## Project Sponsor: Director of Products

## Revision History:

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| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
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## Purpose: The objectives and expectations for the engagement with the selected vendor to install supply chain management software and equipment as part of the Plant Pals Operations and Training plan.

## Scope / Major Project Activities:

* Configure inventory and fulfillment tracking software for the Office Green team, including auditing existing software and developing optimizations.
* Install the new software on all Office Green devices (laptops, mobile devices, and hard drives).
* Install fulfillment equipment in Office Green’s warehouses.
* Create training manuals and a maintenance guide for the software and equipment.
* Meet with the Training Manager and the HR Specialist to explain training manuals and answer questions.

## Out-of-scope activities:

* The vendor is not responsible for training other employees or ongoing maintenance.
* Ongoing maintenance of the software (beyond the contract dates)
* Ongoing training of employees (beyond the contract

## Deliverables:

* Configured and optimized inventory and fulfillment tracking software.
* Installed software on all Office Green devices.
* Installed fulfillment equipment in Office Green’s warehouses.
* Training manuals and a maintenance guide for software and equipment.

## Schedule Overview / Major Milestones:

* Milestone 1: Completion of software configuration and optimization.
* Milestone 2: Successful installation of software on all devices.
* Milestone 3: Installation of fulfillment equipment in warehouses.

## Estimated hours for completion:

Assuming eight-hour workdays and five-day work weeks, an estimated 80 hours.

## Estimated date for completion:

*Two weeks (10 business days) from the start date of April 12.*

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## Payment Terms

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