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# **Plant Pals Operations and Training plan** Statement of Work

## Project Lead: Babak

## 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: Install supply chain management software and equipment in two weeks.

## Scope / Major Project Activities:

* The vendor will configure inventory and fulfillment tracking software for the Office Green team. This includes auditing existing Office Green software and developing optimizations.
* The vendor will also install the new software on all Office Green devices and equipment (laptops, mobile devices, and hard drives).
* The vendor will meet with the Training Manager and the HR Specialist to explain the training manuals and answer questions.

## Out-of-scope activities:

* The vendor is not responsible for training other employees or ongoing maintenance.

## Deliverables:

* The vendor will create training manuals and a maintenance guide for the software and equipment.
* The vendor will install fulfillment equipment in Office Green’s warehouses.

## Schedule Overview / Major Milestones:

* Milestone 1: inventory fullfilment
* Milestone 2: install software and fulfillment equipment
* Milestone 3: Training

## Estimated hours for completion:

*10 business days*

## Estimated date for completion:

*This is your “if all goes well this is when the project will be done” date.*

## 

## Payment Terms