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Plant Pals Operations and Training plan Statement of Work

## Project Lead: B. Pat

## Project Sponsor: R. Tay

## Revision History: 0.1

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| Revision date | Revised by | Approved by | Description of change |
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## Purpose:

This is a SOW signed between Office Green [Location New Delhi, India] and Healthy Plant Nursery [ Chandigarh, India]

## Scope / Major Project Activities:

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

* Audit of existing Office Green software and developing optimizations.
* Configure and install inventory and fulfilment tracking software for the Office Green team
* Install the new software on all Office Green devices and equipment (laptops, mobile devices, and hard drives)
* Install fulfilment equipment in Office Green’s warehouses
* Create training manuals and maintenance guide for the software and equipment and provide necessary walkthrough to Training Manager and HR specialist.

## Schedule Overview / Major Milestones:

* Milestone 1: Optimize existing Office Green software and configure new fulfilment tracking software.
* Milestone 2: Install fulfilment equipment in Office Green’s warehouses.
* Milestone 3: Create training manual and providing walkthrough to Training Manager and HR specialist

## Estimated hours for completion:

*Total time required for the development is 960 hours.*

## Estimated date for completion:

*10/12/2021*

## Payment Terms

Office Green software and developing