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# [Project Title] Statement of Work

## Project Lead: Nhan Ngo

## Project Sponsor: Director

## Revision History:

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| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
| Jan 9th, 2022 | Nhan Ngo | Director |  |
|  |  |  |  |

## Purpose: Install supply chain management software and equipment

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

## Out-of-scope activities:

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

## Deliverables:

* Training manuals and a maintenance guide

## Schedule Overview / Major Milestones:

* Milestone 1: Complete installing the new software on all Office Green devices and equipment (laptops, mobile devices, and hard drives).
* Milestone 2: Install fulfillment equipment in Office Green’s warehouses
* Milestone 3: Create training manuals and a maintenance guide for the software and equipment

## Estimated hours for completion:

*Estimated hours for completion: 240*

## Estimated date for completion:

The vendor should complete all tasks within two weeks (10 business days).

## Payment Terms

* Office Green will pay the vendor once they have completed all of the work.