



[Plant Pals Operations and Training] Statement of Work

Project Lead: Lynsey Bwisa - Project Manager

Project Sponsor: Director of Product at Office Green

Revision History:

Revision date	Revised by	Approved by	Description of change

Purpose: To successfully configure and install new inventory and fulfillment tracking software and equipment for the Plant Pals team.

Product Target Audience: Potential vendors who will be engaged to install supply chain management software and equipment

Scope / Major Project Activities:

- Configure inventory and fulfillment tracking software for the Office Green team. This includes auditing existing Office Green software and developing optimizations.

- Install the new software on all Office Green devices and equipment (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.
- Meeting with Training Manager and HR Specialist to review manuals and answer questions about the software and equipment.

Out-of-scope activities:

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

Deliverables:

- Configured Inventory and Fulfillment Tracking Software:
- Installed Software on Office Green Devices
- Installed Fulfillment Equipment in Warehouses
- Training manuals
- Maintenance guide
- Meeting with Training Manager and HR Specialist

Schedule Overview / Major Milestones:

- Milestone 1: Software Configuration and Optimization
 - Tasks:
 1. Configure inventory and fulfillment tracking software.
 2. Audit existing Office Green software.
 3. Develop optimizations.
 - Duration: 5 business days
- Milestone 2: Software Installation on Office Green Devices
 - Task:
 1. Install the new software on all devices (laptops, mobile devices, hard drives).
 - Duration: 2 business days
- Milestone 3: Fulfillment Equipment Installation in Warehouses
 - Duration: 2 business days
- Milestone 4: Training Materials Development
 - Duration: 3 business days

- Milestone 5: Training Session Explanation Meeting
 - Duration: 1 business day
- Milestone 6: Project Completion and Payment
 - Task:
 1. Ensure all tasks are completed according to specifications.
 2. Receive payment from Office Green.
 - Duration: 1 business day

Estimated hours for completion:

112 hours

Estimated date for completion:

01/05/2024

Payment Terms

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