

## **Gantt Chart**

TITLE: Plant Pals Operations and Training Plan PROJECT MANAGER: [Name] COMPANY NAME: Office Green CREATION DATE: 02/15

	MILESTONES & TASKS	TASK OWNER			DURATION					PHASE ONE PHASE TWO											PHASE THREE																	
TASK ID NUMBER			START DATE			PCT OF TASK	W	EEK 1		WEEK 2		WEEK 3	3	WEEK	4	WEEK	5	WEEK	6			WE	EK8	١			WEEK 10		WEEK 1		WEE	12	WEE	K 13	WEEK	14	WEEK	15
			START DATE	DUE DATE		COMPLETE	MARCH	MARCH								APRIL									MAY	MAY								JUNE	JUNE			
							мт	w R	F M	T W E	FM	T W I	R F M	T W	R F N	и т w	R F N	t T W	R F	M T W	R F	м т	W R I	мт	W R	ЕМ	T W R			R F	M T W		M T W	/ R F	M T W			R F
1	Establish a plant delivery and logistics plan					1 2	3 4	5 8	9 10 1	1 12 15	16 17 1	18 19 22	23 24	25 26 2	9 30 31	1 2 8	6 7	8 9	12 13 14	15 16	19 20 3	1 22 2	3 26 27	28 29	30 3	4 5 6	7 10	11 12	13 14	17 18 19	20 21	24 25 26	6 27 28	31 1 2	3 4	7 8 9	10 11	
1.1	Source packaging materials	Fulfillment Director	3/1	3/12	10	0%																																
1.2	Hire delivery drivers	Human Resources Specialist	3/15	3/26	10	0%																																
1.3	Calculate the delivery fees	Financial Analyst	3/29	4/9	10	0%																																
2	Select and install supply chain software and equipment																																					
2.1	Supervise vendor setup of inventory management and fulfillment software	Inventory Manager	4/12	4/14	3	0%																																
2.2	Supervise vendor installation of the fulfillment equipment	Inventory Manager	4/15	4/16	2	0%																																
2.3	Determine internal safety protocols for the equipment	Quality Assurance Tester	4/19	4/30	10	0%																																
3	Develop and launch an employee training program																																					
3.1	Develop training sessions	Human Resources Specialist	5/3	5/14	10	0%																																
3.2	Train employees to use the software and equipment	Training Manager	5/17	5/28	10	0%																																
3.3	Monitor employee progress and improve training processes	Training Manager	5/31	6/11	10	0%																																