



Operations and Training Plan Statement of Work

Project Lead: Richa Patel (Project Manager)

Project Sponsor: Director of Product

Revision History:

Revision date	Revised by	Approved by	Description of change

Purpose:

Install supply chain management software and equipment as part of Plant Pals Operations and Training Plan Project

Scope / Major Project Activities:

- configure inventory and fulfillment tracking software
- 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

- 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:

- Successful installation of new software on all Office Green Devices
- Submission of training manuals and maintenance guide for software and equipment

Schedule Overview / Major Milestones:

- Milestone 1: Configure existing fulfillment tracking software
- Milestone 2: Install new software on all office green devices, equipment and warehouses
- Milestone 3: create training manuals and maintenance guide and explain them to HR Specialist

Estimated hours for completion:

80 hours

Estimated date for completion:

4/26

Payment Terms

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