

Create Project Tasks and Milestones

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Establish a plant delivery and logistic plan

☐ Source Materials for Packaging

Owner: Fulfillment Director

Duration (days): 30

Notes: Responsible for sourcing materials and ensuring they meet quality and sustainability standards

☐ Brian Camilo: Hire Delivery Drivers

Owner: Human Resources Specialist

Duration (days): 45

Notes: Manages hiring process, ensuring drivers are qualified and trained.

☐ Calculate Delivery Fees

Owner: Financial Analyst

Duration (days): 15

Notes: Develops pricing model considering distance, size, and delivery time.

Select and install supply chain management software and equipment

☐ Supervise Vendor Setup for Inventory Management Software

Owner: Inventory Manager

Duration (days): 60

Notes: Coordinates with vendors for software installation, focusing on inventory management efficiency.

☐ Supervise Vendor Installation of Fulfillment Equipment

Owner: Fulfillment Director

Duration (days): 60

Notes: Oversees equipment installation, ensuring operational efficiency and safety.

☐ Determine Internal Safety Protocols for Equipment

Owner: Quality Assurance Tester

Duration (days): 30

Notes: Develops safety protocols and best practices for equipment use.

Develop and launch an employee training plan

☐ Develop Training Sessions

Owner: Training Manager

Duration (days): 30

Notes: Creates comprehensive training modules for software and equipment usage.

☐ Train Employees to Use Software and Equipment

Owner: Training Manager

Duration (days): 45

Notes: Conducts hands-on training sessions, ensuring employee competency.

☐ Monitor Progress and Improve Training Processes

Owner: Human Resources Specialist

Duration (days): 30

Notes: Works with Training Manager to assess training effectiveness and make adjustments.