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# Plants Pals Supply Chain Management Software Installation

## Project Lead: Brian Camilo, Project Manager

## Project Sponsor: Director of Product

## Revision History:

| Revision date | Revised by | Approved by | Description of change |
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## Purpose: To enhance Office Green’s supply chain efficiency through the installation and optimization of inventory and fulfillment tracking software, contributing to the broader goals of the Plant Pals project.

## Scope / Major Project Activities:

* Configuration of inventory and fulfillment tracking software for Office Green.
* Audit and optimization of existing Office Green software.
* Installation of new software on Office Green devices and equipment (laptops, mobile devices, and hard drives).
* Installation of fulfillment equipment in Office Green’s warehouses.
* Creation of training manuals and a maintenance guide for the software and equipment.

## Out-of-scope activities:

* Training of Office Green employees other than specified.
* Ongoing maintenance post-installation

## Deliverables:

* Fully configured and optimized software
* Installed software on all specified devices and equipment.
* Installed fulfillment equipment in warehouses.
* Comprehensive training manuals and maintenance guides.

## Schedule Overview / Major Milestones:

* Milestone 1: Completion of software audit and development of optimizations.
* Milestone 2: Successful installation of software and equipment.
* Milestone 3: Finalization and handover of training manuals and maintenance guides.

## Estimated hours for completion:

*80 hours*

## Estimated date for completion:

*Monday, 26th April*

## Payment Terms

*Office Green will pay the vendor upon completion of all the work.*