



## Plant Pals Operations Project Statement of Work

**Project lead:** Project Manager

**Project sponsor:** Director of Product

**Revision History:**

Revision date	Revised by	Approved by	Description of change

**Purpose:** The goal of this Statement of Work (SoW) is the successful configuration and installation of new inventory and fulfillment tracking software and equipment for the Plant Pals team.

**Scope / major project activities:**

- Install and configure inventory and fulfillment tracking software on all devices that employees will use to manage inventory and schedule deliveries (includes auditing existing Office Green software and developing optimizations)
- Create training manuals and a maintenance guide for the software and equipment
- Install fulfillment equipment in Office Green's warehouses
- Meet with two Office Green employees to review the manuals and answer questions about the software and equipment

**Out-of-scope activities:**

- Ongoing maintenance of the software (beyond the contract dates)

- Ongoing training of employees (beyond the contract)

#### **Deliverables:**

- Installation and configuration of software on all Office Green devices
- Training manuals and maintenance guide

#### **Major Milestones:**

- Milestone 1: Software configuration and installation
- Milestone 2: Equipment installation
- Milestone 3: Training manuals and maintenance guide

**Estimated hours for completion:** 80 hours

**Estimated date for completion:** Monday, April 26

#### **Payment Terms**

All vendors and contractors will be paid upon the delivery of goods and services, unless otherwise negotiated.