

## Project Plant Pals: Operations & Training Plan

**Description:** This is a document resource overview for the Operations and Training plan for Office Green's new Plant Pals service.

**Owner:** Project Manager name

**Status:** Draft

Key Docs	Description
<a href="#">Project charter [1]</a>	An overview of the project, key elements and expectations
<a href="#">Statement of work [2]</a>	Identifies the work that is included in the project and the pricing that was quoted initially.
<a href="#">Risk management plan [3]</a>	Identifies the potential risks to the project, their likelihood, and how you plan to mitigate them if they become realized.
<a href="#">Schedule</a>	Identifies the planned schedule as well as any changes through out the project lifecycle.
<a href="#">Budget</a>	Identifies the planned budget as well as any over and under runs. Allows you to estimate the cost at completion.
<a href="#">Communication plan</a>	Identifies how often, what type of communication method, and what information your stakeholders needs to know
<a href="#">Shared folder [4]</a>	Folder with all relevant documentation
<a href="#">RACI chart [5]</a>	Identifies who is responsible, accountable, consulted and informed within the project.

[1] Add hyperlink to digital document, Project charter

[2] Add hyperlink to digital document, Statement of work

[3] Add hyperlink to digital document, risk management plan

[4] Add hyperlink to a shared folder

[5] Add hyperlink to RACI chart spreadsheet