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.