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: Brenda Cantu

Status: Draft

Key Docs	Description
Project charter	An overview of the project, key elements and expectations
Statement of work	Identifies the work that is included in the project and the pricing that was quoted initially.
Risk management plan	Identifies the potential risks to the project, their likelihood, and how you plan to mitigate them if they become realized.
Schedule	Identifies the planned schedule as well as any changes through out the project lifecycle.
Budget	Identifies the planned budget as well as any over and under runs. Allows you to estimate the cost at completion.
Communication plan	Identifies how often, what type of communication method, and what information your stakeholders needs to know
Shared folder	Folder with all relevant documentation (Currently Not Available)
RACI chart	Identifies who is responsible, accountable, consulted and informed within the project.

Gantt Chart

TITLE: Plant Pals Operations and Training Plan

PROJECT MANAGER: Project Manager

COMPANY NAME Office Green

CREATION DATE 02/15

TASK ID NUMBER	MILESTONES & TASKS	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Establish a plant delivery and logistics plan**					
1.1	Source packaging materials	Fulfillment Director	3/1	3/12	10	0%
1.2	Hire delivery drivers	HR Specialist	3/15	3/26	10	0%
1.3	Calculate delivery fees	Financial Analyst	3/29	4/9	10	0%
2	**Select and install supply chain software and equipment**					
2.1	Supervise vendor setup of inventory management and fulfillment softwa	Inventory manager	4/12	4/14	3	0%
2.2	Supervise vendor installation of fulfillment equipment	Fulfillment Director	4/15	4/16	2	0%
2.3	Determine internal safety protocols for equipment	Quality Assurance Tester	4/19	4/30	10	0%
3	**Develop and launch an employee training program**					
3.1	Develop training sessions	HR Specialist	5/3	5/14	10	0%
3.2	Train employees to use the software and equipment	Training Manager	5/17	5/28	20	0%
3.3	Monitor employee progress and improve training processes	Training Manager	5/31	6/11	10	0%

Timeline columns: PHASE ONE (WEEK 1–WEEK 6, MARCH / APRIL), PHASE TWO (WEEK 7–WEEK 9), PHASE THREE (WEEK 10–WEEK 15, MAY / JUNE)

Budget: Project Plant Pals Operations & Training

							TARGET BUDGET	ACTUAL/FINAL SPEND	UNDER/ OVER
							$ 62,000.00	$ -	$ 62,000.00
		LABOR			MATERIALS		FIXED COST	BUDGET	ACTUAL	UNDER/OVER
MILESTONES & TASKS	EMPLOYEE	HOURS	RATE	UNITS	$/UNIT(S)				
Milestone 1: Establish a plant delivery and logistics plan									
Task 1: Purchase delivery trucks	--			2	15000		$ 30,000.00		$ (30,000.00)
Task 2: Source packaging materials	--			1500	2		$ 3,000.00		$ (3,000.00)
Task 3: Pay delivery drivers	Delivery Drivers (2)	160	$ 15.00				$ 2,400.00		$ (2,400.00)
Total							$ 35,400.00	$ -	
Milestone 2: Select and install supply chain management software and equipment									
Task 1: Source vendor (includes set up, installation, and deployment of systems)	--					$ 15,000.00	$ 15,000.00		$ (15,000.00)
Total							$ 15,000.00	$ -	
Milestone 3: Develop and launch an employee training program									
Task 1: Develop training sessions	HR Specialist	80	$ 50.00				$ 4,000.00		$ (4,000.00)
Task 2: Train employees to use the software and equipment	Training Manager	80	$ 25.00				$ 2,000.00		$ (2,000.00)
Task 3: Monitor employee progress and improve training processes	Training Manager	80	$ 25.00				$ 2,000.00		$ (2,000.00)
Total							$ 8,000.00	$ -	
Reserve buffer							$ 3,600.00		
TOTAL							$ 62,000.00	$ -	

Project Plant Pals: Employee Training Communication Plan

Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Notes
Core Team	Planning Meeting	Daily	Project Manager	Every day at 3pm	In Person	Project planning and task updates to make sure the team stays on track	[link to meeting agenda and notes]	If needed, check in with manager about any high-level questions before meetings.
Software and Equipment Vendor	Planning Meeting	One time	Core Team: HR Specialist & Training Manager	Half day, Friday before development of the training plan begins; confirm date and time three days in advance	In Person	Go over the training manual in order to create an effective training plan for Office Green's employees	[link to vendor SoW]	This meeting needs to take place before the end of the vendor's SoW. Make sure the HR Specialist & Training Manager check in with fulfillment and inventory team members about the outcome of the meeting.
Human Resources	Planning Check-In	Weekly	Core Team: HR Specialist	Also send reminders (via email) the day before each training	In Person	Project planning assistance; provide support during the training session		Additional communication on an as-needed basis
Facilities	Planning Check-In	Weekly	Core Team: Administrative Coordinator	Tuesdays at 2pm	Phone Call	Reserve rooms, spaces, and equipment needed for employee training	[link to room and equipment reservation form]	
Print Shop	Planning Check-In	Weekly	Core Team: Administrative Coordinator	Thursdays, including the day before the event	Phone Call	Coordinate on the printing and delivery of training manuals for employees	[link to printing order form]	
Office Green employees	Informational Update	Weekly	Core Team: Training Manager	Fridays, including the Friday before training sessions begin	Email (from company address)	Communicate schedules, locations, and other necessary details to trainees	[trainee email list]	Set up automated reminder emails
Office Green employees	Training	Daily	Core Team: Training Manager	Each day for ten days, starting at 10am	In Person	Train employees to use the supply chain management software and equipment	[link to training schedule]	
Office Green employees	Survey	One time	Core Team: Training Manager	The first business day after trainings end, with two follow-up reminders	Email (from company address)	Post-training survey	[trainee email list]	Discuss results at next team meeting
Your Manager	Status Update	Weekly	Project Manager	Monday afternoons at 2pm	In Person	Update on event planning, ask questions, and get feedback		Come prepared with a brief update and specific questions
Senior Leaders: Director of Operations and the Director of Product (and CC your manager)	Status Update	One time	Project Manager	Debrief the week after the event	Email (from individual address)	High-level information and general updates	[link to folder with training notes and survey results]	