Gantt Chart

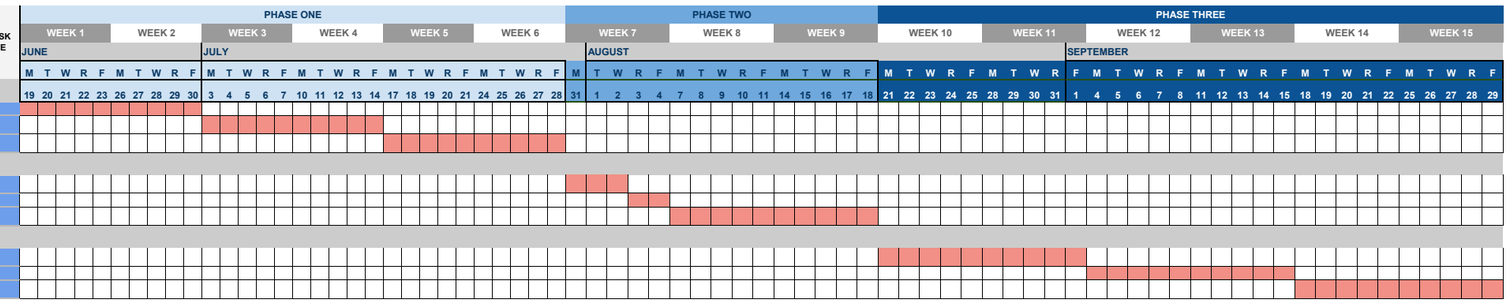
TITLE: Plant Pals Operations and Training Plan

PROJECT MANAGER: Brenda Cantu

COMPANY NAME Office Green

CREATION DATE 06/12

TASK ID NUMBER	MILESTONES & TASKS	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1						
1.1	Source packaging materials	Fulfillment Director	6/19	6/30	10	0%
1.2	Hire Delivery Drivers	Human Resources Specialist	7/3	7/14	10	0%
1.3	Calculate delivery fees	Financial Analyst	7/17	7/28	10	0%
2						
2.1	Supervise vendor setup of inventory management and fulfillment software	Inventory Manager	7/31	8/2	3	0%
2.2	Supervise vendor installation of the fulfillment equipment	Fulfillment Director	8/3	8/4	2	0%
2.3	Determine internal safety protocols for the equipment	Quality Assurance Tester	8/7	8/18	10	0%
3	**Develop and launch an employee training program**					
3.1	Develop training sessions	Training Manager	8/21	9/1	10	0%
3.2	Train employees to use the software and equipment	Training Manager	9/4	9/15	10	0%
3.3	Monitor employee progress and improve the training process.	Training Manager	9/18	9/29	10	0%


PHASE ONE
PHASE TWO
PHASE THREE
WEEK 1
WEEK 2
WEEK 3
WEEK 4
WEEK 5
WEEK 6
WEEK 7
WEEK 8
WEEK 9
WEEK 10
WEEK 11
WEEK 12
WEEK 13
WEEK 14
WEEK 15
JUNE
JULY
AUGUST
SEPTEMBER
M T W R F M T W R F M T W R F