



Plant Pals Operations Project Statement of Work

Project lead: Brenda Cantu

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)

This template is an example intended to be used only for this exercise. This template is not intended to be used as, and should not be relied on as, a legal document. For specific advice, please consult a licensed attorney in your area.

- 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.