

# Pampered Pets Digitalisation 2022-2023

Website e-commerce portal + brick & mortar = Hybrid model

\* = an automatically calculated cell

	TASK NAME	START DATE	END DATE	START ON DAY*	DURATION* (WORK DAYS)	TEAM MEMBER
<b>Sales: Online Order + Payment System</b>						
<i>Digital transactions, VAT, tax</i>	Add Online Order Option	12/1	12/8	0	8	Andrea
	Add Online Payment Option	12/11	12/20	10	10	Harry
	Gather Customer Feedback	12/27	1/20	26	25	Alice
	Analyze Customer Feedback	1/14	1/23	44	10	Andrea
	Compile Report	1/17	1/28	47	12	Cathy
<b>Logistics (Supply Chain)</b>						
<i>Warehouse deliveries, item locations</i>	Add Online Delivery Tracking	1/3	1/12	33	10	Andrea
	Automate Cloud Data Backup	1/12	1/19	42	8	Harry
	Enable Local-Cloud Data Sync	1/22	1/24	52	3	Harry
	Update Delivery Schedules	1/29	2/3	59	6	Cathy
<b>Marketing</b>						
<i>Social media, blogs</i>	Write Blog Post	12/19	12/23	18	5	Alice
	Design Promotional Email	1/6	1/11	36	6	Andrea
	Review Blog Post	12/28	12/31	27	4	Harry
	Write Promotional Email	1/12	1/16	42	5	Cathy
	Publish Blog Post	1/26	1/29	56	4	Andrea
	Send Promotional Email	1/30	2/2	60	4	Harry
	Analyze Campaign Results	2/6	2/15	67	10	Cathy
<b>Training</b>						
<i>Upskill staff, enable customers</i>	Complete Security Training	1/3	1/20	33	18	All
	Complete Software Training	2/2	2/18	63	17	All
	Complete Compliance Training	1/17	2/2	47	17	All
	Write Customer Help Guide	2/8	2/11	69	4	Andrea