



# Inventory Management

Defensores de QUEST

# Meet the Team: Defensores de QUEST



Alexis Faucette  
*Finance*



Nour Eloseily  
*Neuroscience*

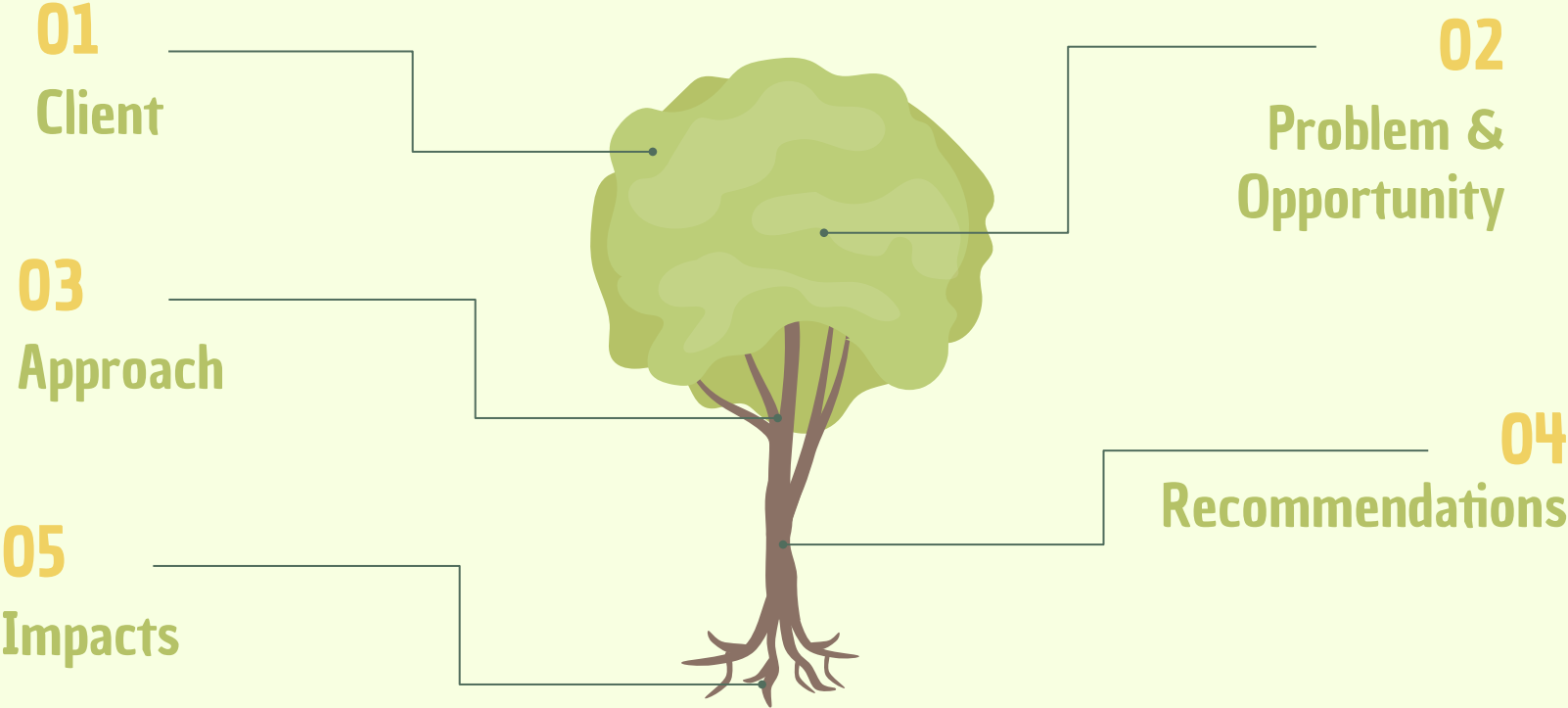


Patricia Guillen  
*Mathematics*

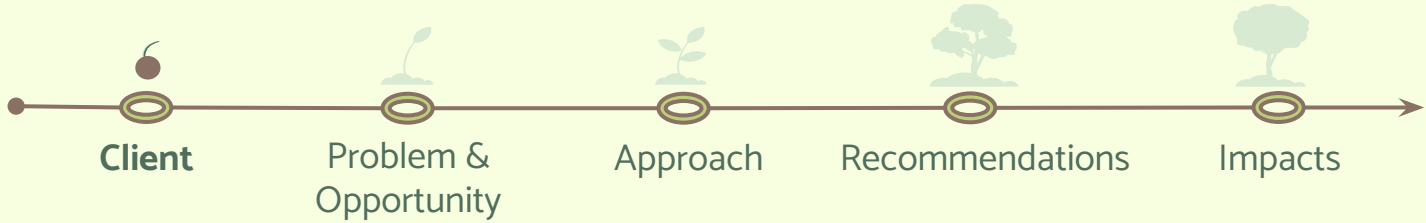


Stirling Supple  
*Mechanical  
Engineering*

# Table of Contents



# Client

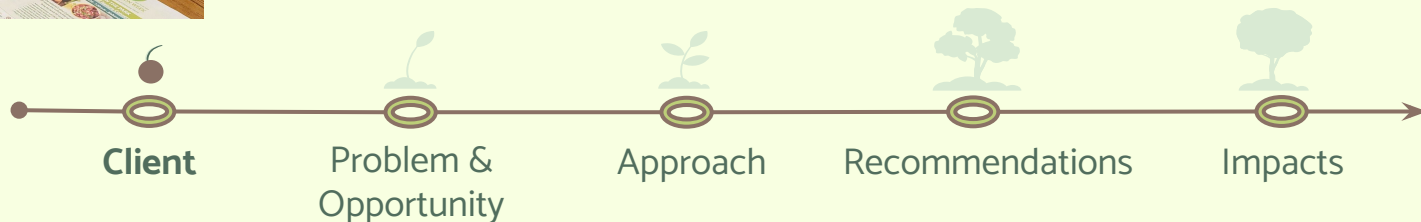




# Defensores de la Cuenca

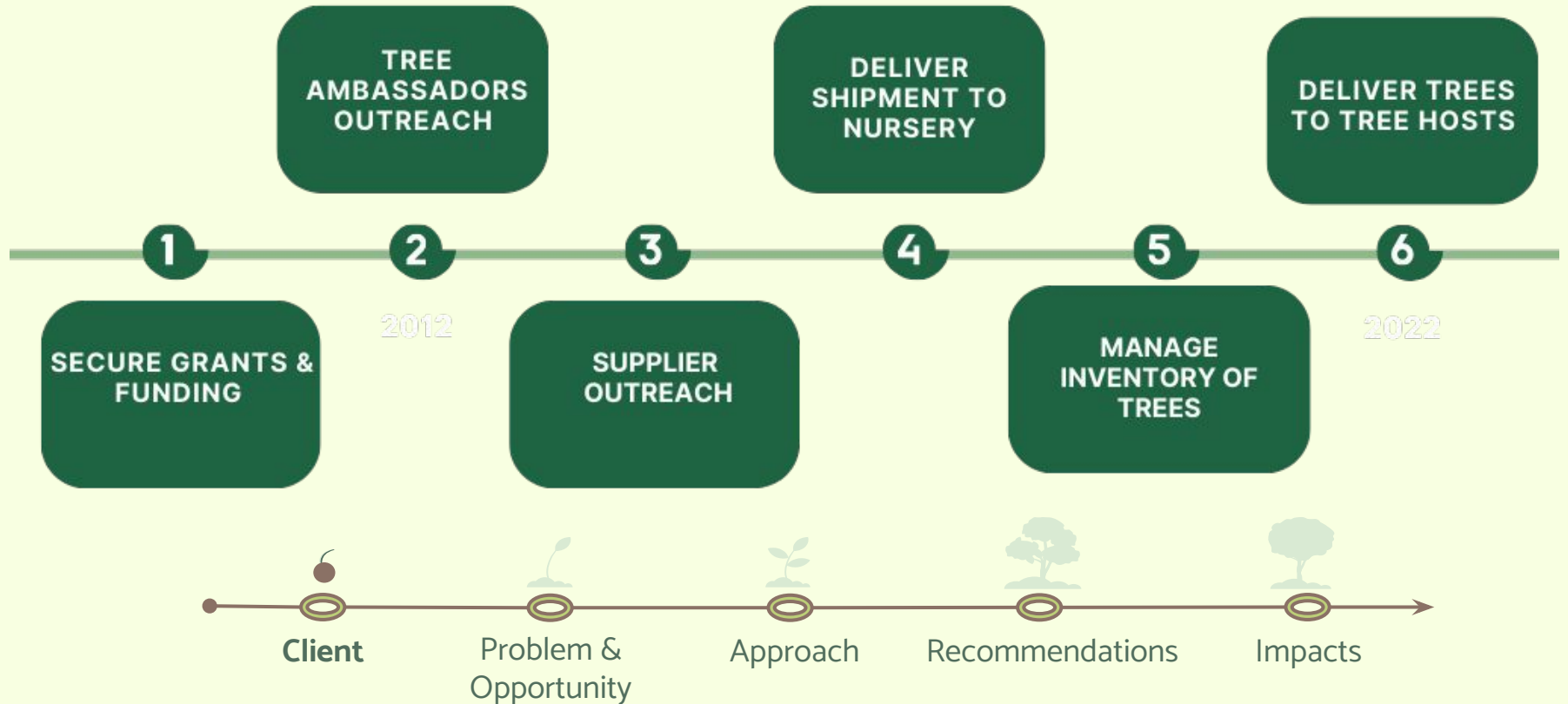
**Who are they?:** A Latino-led nonprofit organization focused on connecting Latino and Spanish-speaking communities to nature.

**Mission:** Preserve and defend the Chesapeake Bay watershed, promoting health, well-being, and environmental stewardship in the Latino community.





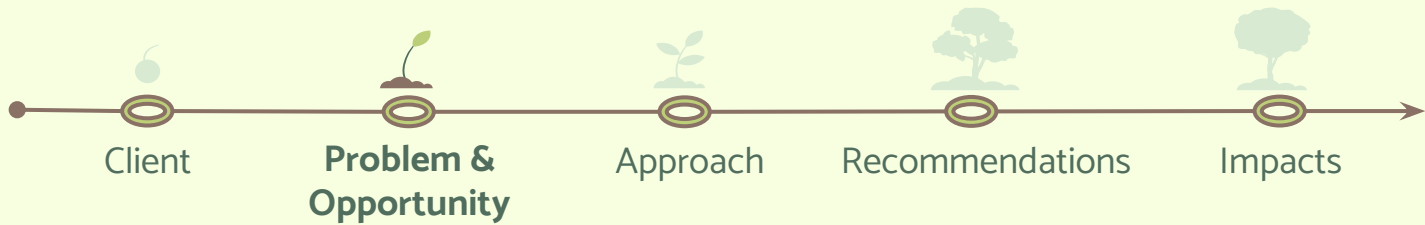
# Operational WorkFlow



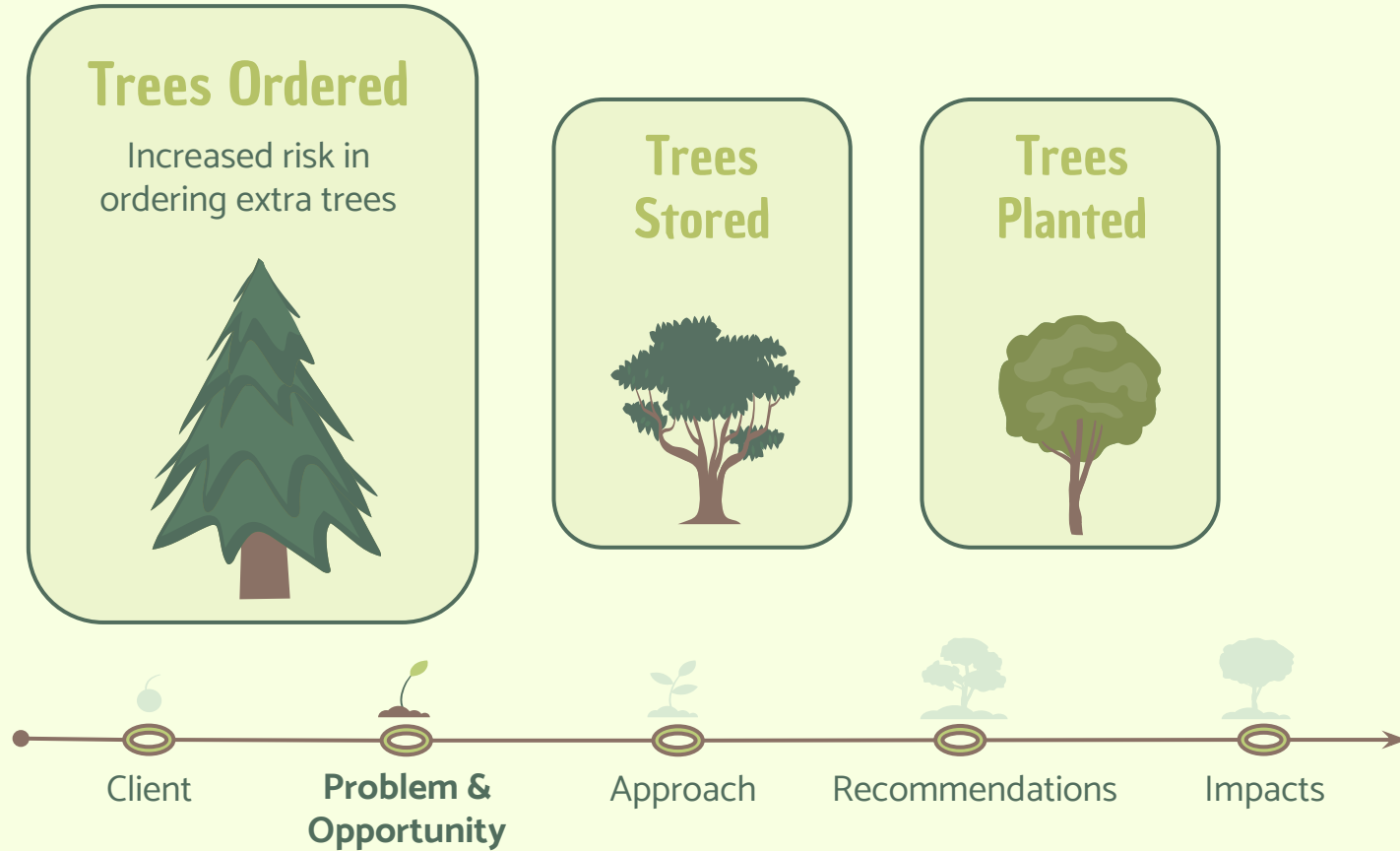
# Meet Svetlana



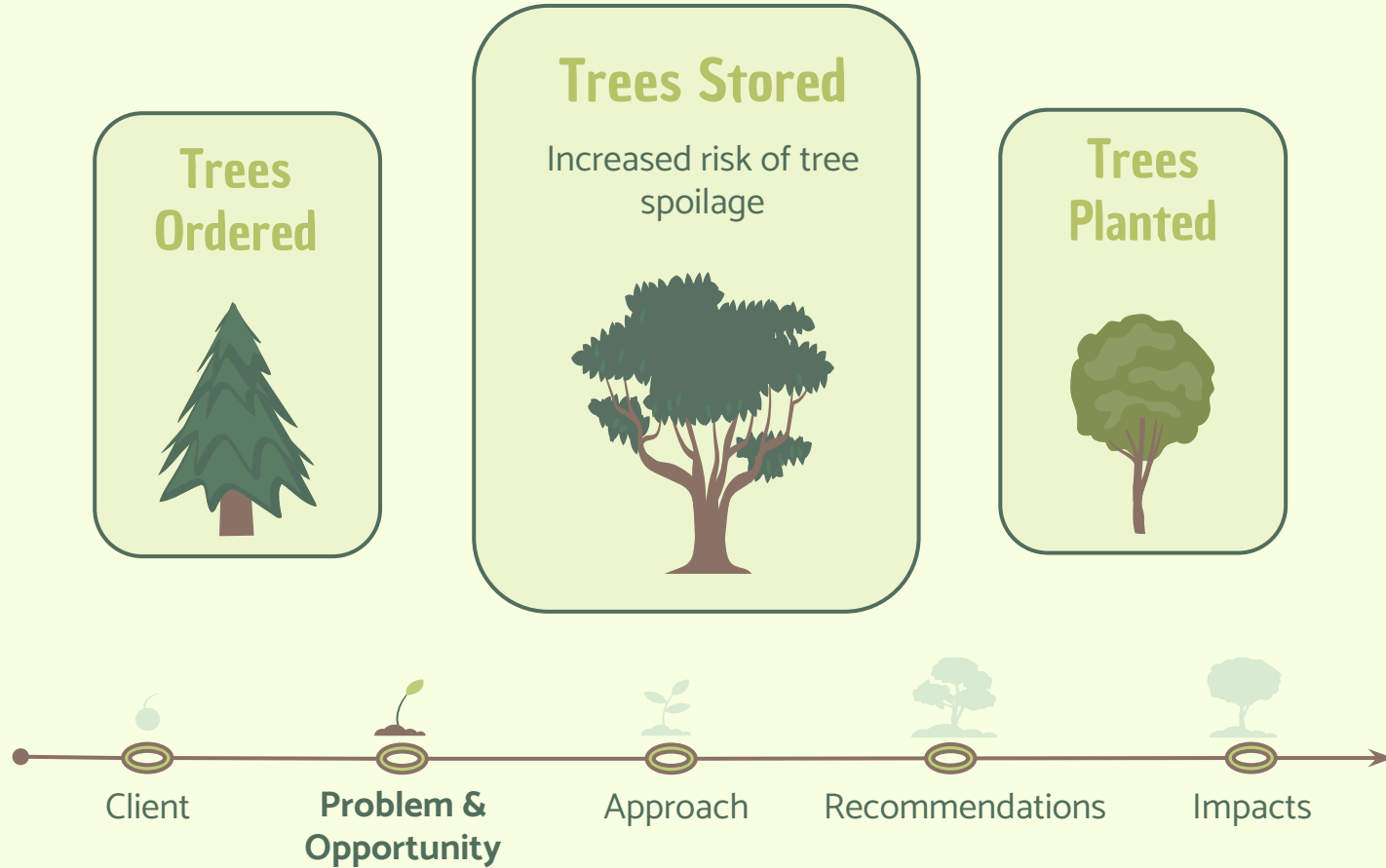
# Problem & Opportunity



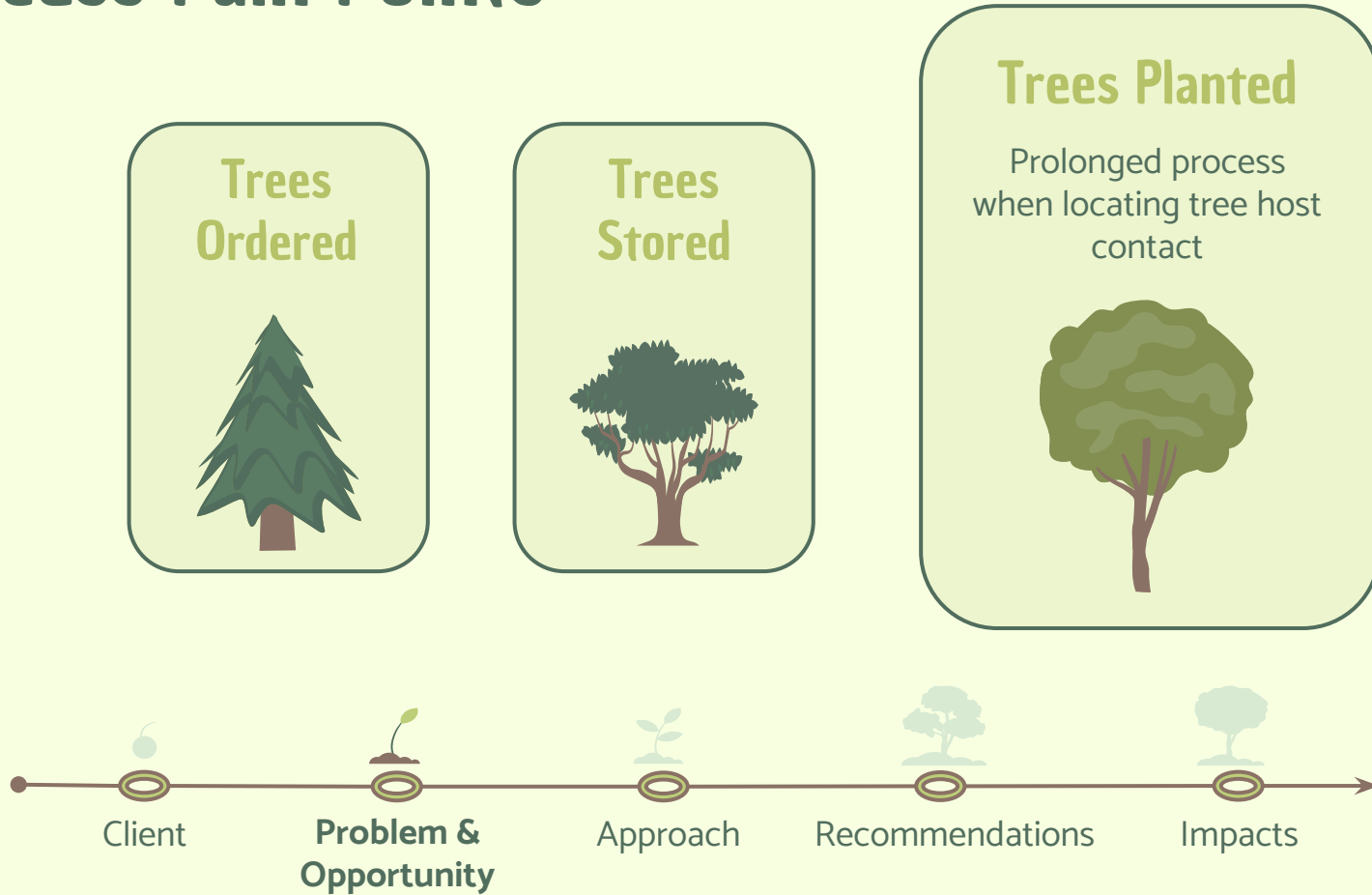
# Process Pain Points



# Process Pain Points



# Process Pain Points



# Project Goal



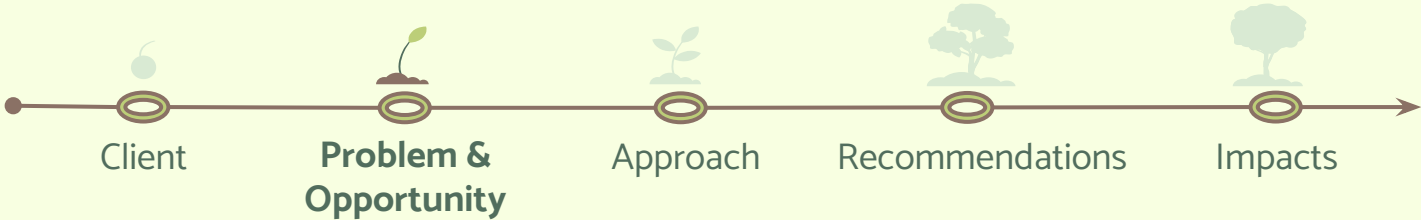
Cost Reduction



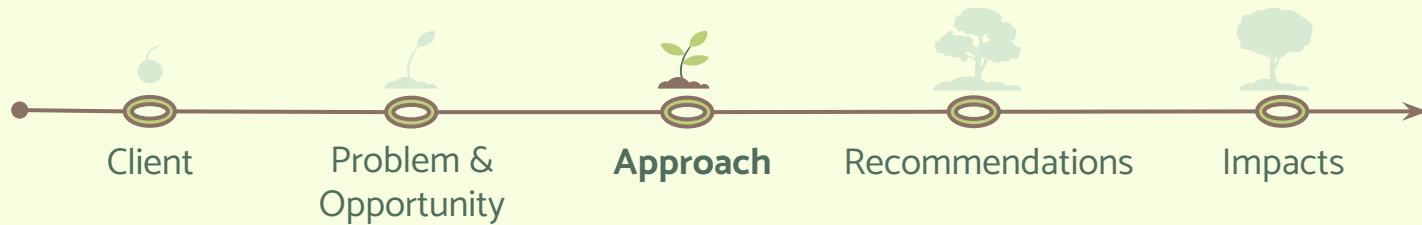
Inventory Accuracy



Time Efficiency



# Approach



# Research Methods - Interviews



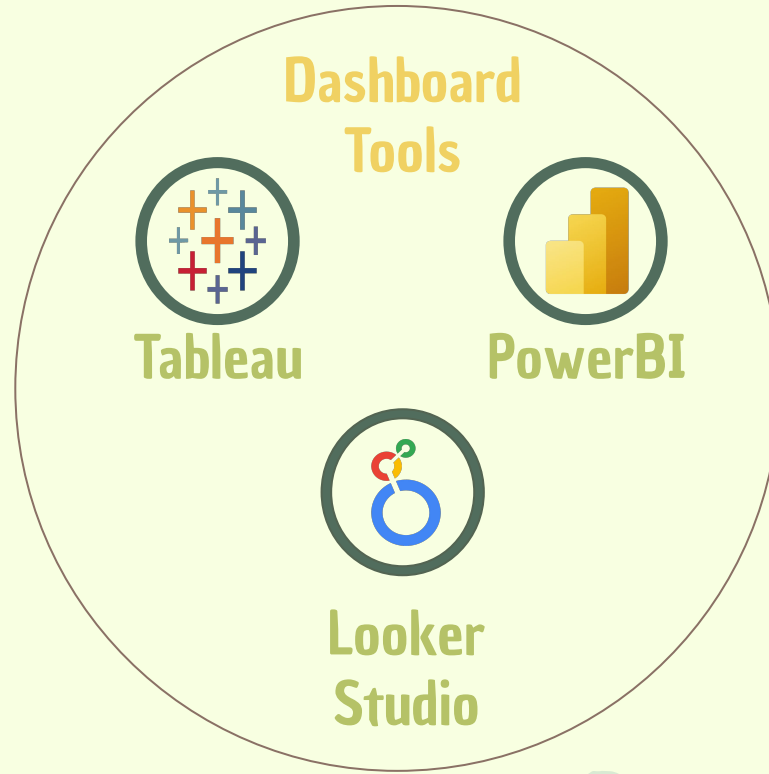
# Research Methods - Interviews



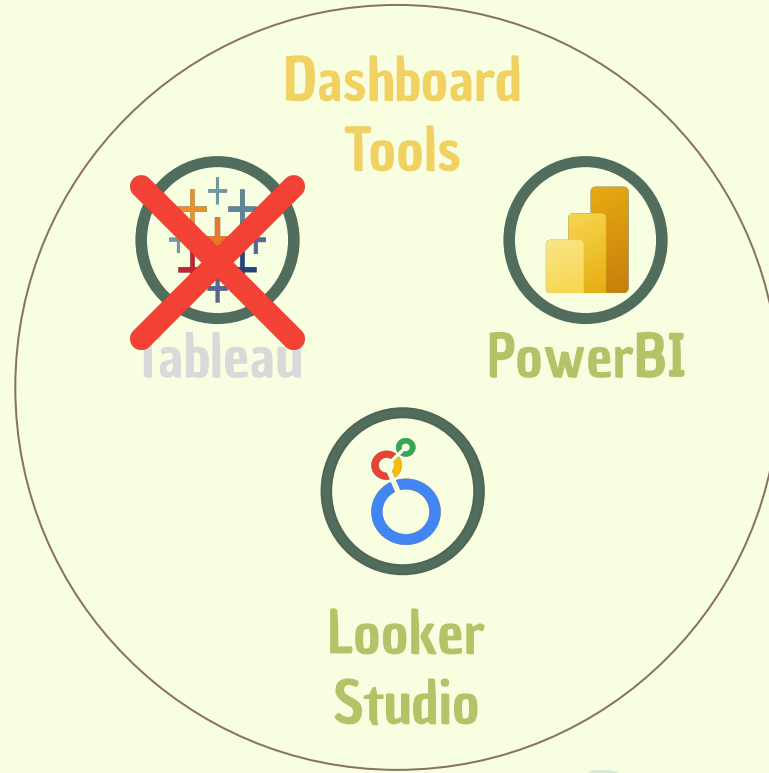
# Research Methods - Interviews



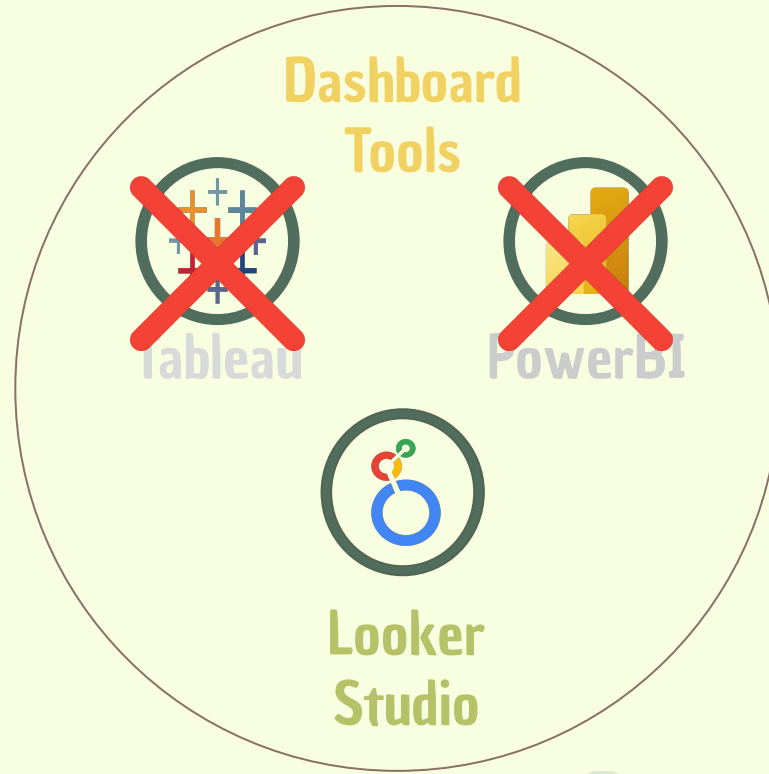
# Research Methods - Dashboard Tools



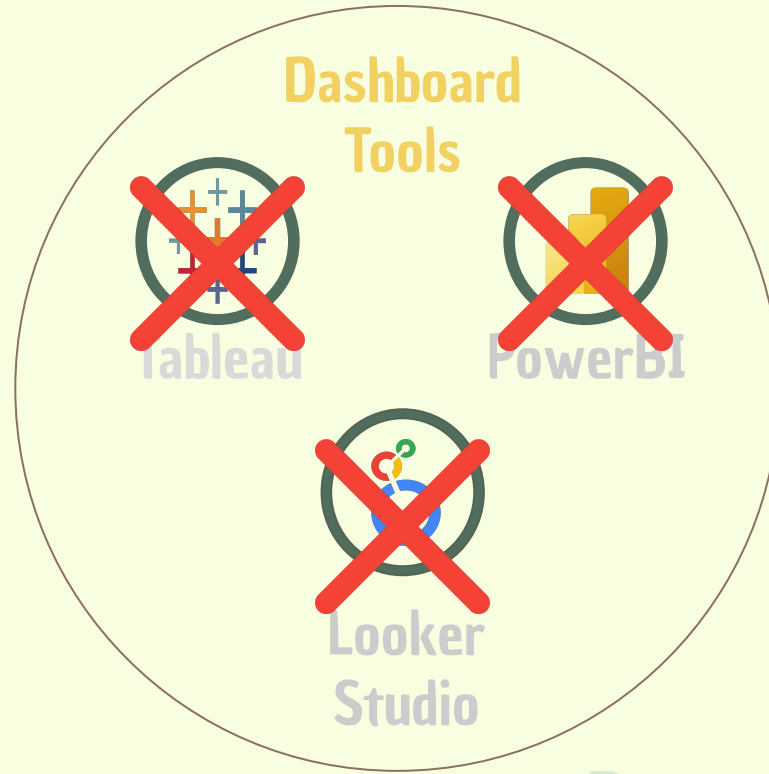
# Research Methods - Dashboard Tools



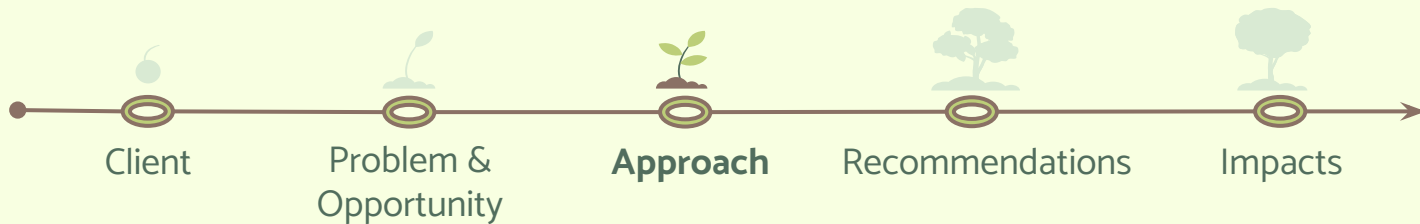
# Research Methods - Dashboard Tools



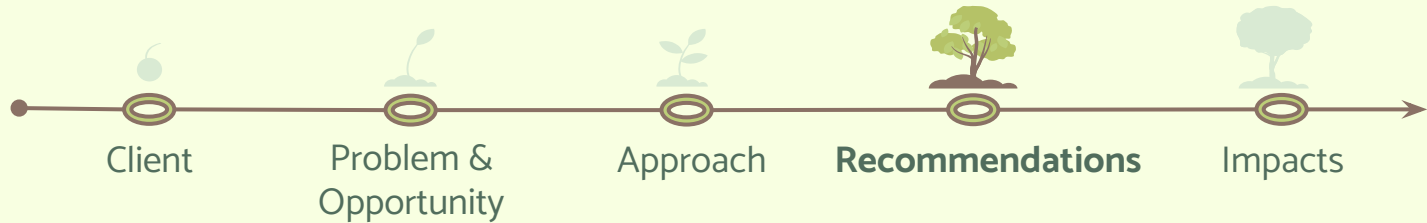
# Research Methods - Dashboard Tools



# Dashboard Platform - Google Apps Script



# Recommendations

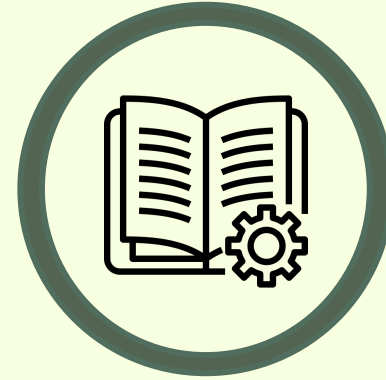


# Interactive Dashboard with Integrated Map & User Guide



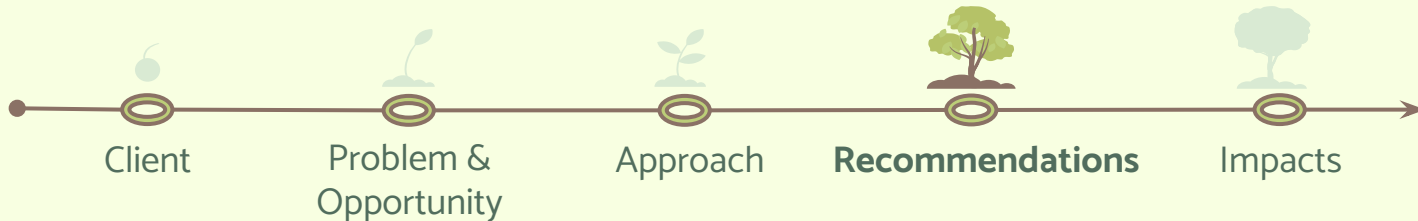
## *Interactive Dashboard*

- Tracking system
- Map



## *User Guide*

- Procedure Guidelines
- Video Explanation



# Defensores de la Cuenca Dashboard

Tree Requests

Grants

Underserved Areas

Tree Orders

Follow-Up

Search in the table...

All Statuses

Timestamp	Email	First Name	Last Name	Address	Zip Code	Place Description	Trees	Ambassador	Status	Underserved	Notes
Mon Nov 04 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	60626	Hogar / residencia privada	10	Maria	Requested	<input type="checkbox"/>	
Tue Nov 05 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested	<input type="checkbox"/>	
Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	

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Tue Nov 05 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested ▾	<input type="checkbox"/>	
Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested ▾	<input type="checkbox"/>	

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Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	

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Search in the table...

All Statuses

Timestamp	Email	First Name	Last Name	Address	Zip Code	Place Description	Trees	Ambassador	Status	Underserved	Notes
Mon Nov 04 2024 10:00:00 GMT-0500 (Eastern Standard Time)	user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	60626	Hogar / residencia privada	10	Maria	Ordered	<input checked="" type="checkbox"/>	This is my note
Tue Nov 05 2024 10:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested	<input type="checkbox"/>	
Wed Nov 06 2024 10:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	

# Defensores de la Cuenca Dashboard

Tree Requests

Grants

Underserved Areas

Tree Orders

Follow-Up

Doe

All Statuses

Timestamp	Email	First Name	Last Name	Address	Zip Code	Place Description	Trees	Ambassador	Status	Underserved	Notes
Mon Nov 04 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	60626	Hogar / residencia privada	10	Maria	Ordered	<input checked="" type="checkbox"/>	This is my note
Tue Nov 05 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested	<input type="checkbox"/>	
Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	



# Defensores de la Cuenca Dashboard

Tree Requests

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Follow-Up

## Recent Entries

Grant Name	Number of Trees Required	Total Grant Amount	Zip Codes Allowed	End Date	Trees Planted	Trees Left
No entries found						

## Add New Grant Entry

Grant Name:

Number of Trees Required:

Total Grant Amount

## Add New Grant Entry

Grant Name:

Number of Trees Required:

Total Grant Amount

Zip Codes Allowed:

21223 × 21205 × 21649 × 21201 × 21222 ×  
21221 × 20626 × 20684 × 21213 × 60626 ×

End Date:

Submit Entry 

# Defensores de la Cuenca Dashboard

Tree Requests

**Grants**

Underserved Areas

Tree Orders

Follow-Up

## Recent Entries

Grant Name	Number of Trees Required	Total Grant Amount	Zip Codes Allowed	End Date	Trees Planted	Trees Left
Grant A	1000	2000	21223, 21205, 21649, 21201, 21222, 21221, 20626, 20684, 21213, 60626	Wed Dec 31 2025 00:00:00 GMT-0500 (Eastern Standard Time)	0	1000

## Add New Grant Entry

Grant Name:

Number of Trees Required:

Total Grant Amount

Zip Codes Allowed:

# Defensores de la Cuenca Dashboard

Tree Requests

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Follow-Up

Search in Sheet2 data...

All Grant Types ▾

Email	Primer nombre - first name	Apellido - Last name	Full Address	Status	Grant	Notes	Quien te apoyo llenando la forma?	¿Cuántos árboles quiere?	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood	Caqui común / Common persimmon
user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	Ordered	None Selec ▾		Maria	10	2	1	1	1	1

# Defensores de la Cuenca Dashboard

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Search in Sheet2 data...

All Grant Types ▾

Email	Primer nombre - first name	Apellido - Last name	Full Address	Status	Grant	Notes	Quien te apoyo llenando la forma?	¿Cuántos árboles quiere?	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood	Caqui común / Common persimmon
user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	Ordered	<div data-bbox="761 615 938 721"><p>✓ None Selected</p><p>Grant A</p></div>		Maria	10	2	1	1	1	1

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Email	Primer nombre - first name	Apellido - Last name	Full Address	Status	Grant	Notes	Quien te apoyo llenando la forma?	¿Cuántos árboles quiere?	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood	Caqui común / Common persimmon
user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	Ordered	Grant A ▾		Maria	10	2	1	1	1	1

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user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	Ordered	Grant A ▾	This is my note	Maria	10	2	1	1	1

# Defensores de la Cuenca Dashboard

Tree Requests

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Search in Sheet2 data...

Email	Primer nombre - first name	Apellido - Last name	Full Address	Status	Grant	Notes	Quien te apoyo llenando la forma?	¿Cuántos árboles quiere?	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Cabullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood
user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	Ordered	Grant A	This is my note	Maria	10	2	1	1	1

✓ All Grant Types

None Selected

Grant A

# Defensores de la Cuenca Dashboard

Tree Requests

Grants

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Tree Orders

Follow-Up

## Tree Orders Management

Search orders...

### Existing Orders

Order Date	Nursery	Cost	Total Trees	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	C FI
Wed Dec 04 2024 00:00:00 GMT-0500 (Eastern Standard Time)	Clear Ridge	1000	200	20	20	20	10

Order Date:

mm/dd/yyyy



Nursery:

Cost:

Total Trees:

Red Maple:

Allegheny Serviceberry:

Eastern Redbud:

Flowering Dogwood:

American Hornbeam:

Downy Serviceberry:

Shadblow Serviceberry:

Eastern Red Cedar:

Swamp White Oak:

River Birch:

Sycamore:

Add Order



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Search in the table...

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Timestamp	Email	First Name	Last Name	Address	Zip Code	Place Description	Trees	Ambassador	Status	Underserved	Notes
Mon Nov 04 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	60626	Hogar / residencia privada	10	Maria	Ordered	<input checked="" type="checkbox"/>	This is my note
Tue Nov 05 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested	<input type="checkbox"/>	
Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	



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Timestamp	Email	First Name	Last Name	Address	Zip Code	Place Description	Trees	Ambassador	Status	Underserved	Notes
Mon Nov 04 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user713@example.com	Jane	Doe	381 Elm St, Richmond, VA, 60626	60626	Hogar / residencia privada	10	Maria	Planted	<input checked="" type="checkbox"/>	This is my note
Tue Nov 05 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user939@example.com	John	Doe	828 Main St, Alexandria, VA, 75242	75242	Other	10	Carlos	Requested	<input type="checkbox"/>	
Wed Nov 06 2024 00:00:00 GMT-0500 (Eastern Standard Time)	user977@example.com	Jessica	Doe	921 Oak St, Baltimore, VA, 55143	55143	Asociación comunitaria	7	Luis	Requested	<input type="checkbox"/>	

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Follow-Up

## Follow-Up Data

Search follow-up data...

Email	First	Last	Status	Date Planted	Grant	Embajador	Number of Trees	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood	Caqui común / Common persimmon	Magnolia dulce / Sweetba magnolia
user713@example.com	Jane	Doe	Planted	<input type="text" value="MM/DD/YYYY"/>	Grant A	Maria	10	2	1	1	1	1	0

# Defensores de la Cuenca Dashboard

Tree Requests

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Tree Orders

Follow-Up

## Follow-Up Data

Search follow-up data...

Email	First	Last	Status	Date Planted	Grant	Embajador	Number of Trees	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood
user713@example.com	Jane	Doe	Planted	Tue Nov 05 2024 00:00:	Grant A	Maria	10	2	1	1	1

# Defensores de la Cuenca Dashboard

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Follow-Up

## Follow-Up Data

Search follow-up data...

Abedul de Rio/ River Birch	Sicomoro / Sycamore	Check-In 1 - Date	Number of Dead Trees	Notes	Check-In 2 - Date	Number of Dead Trees	Notes
0	0	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>

# Defensores de la Cuenca Dashboard

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Follow-Up

## Follow-Up Data

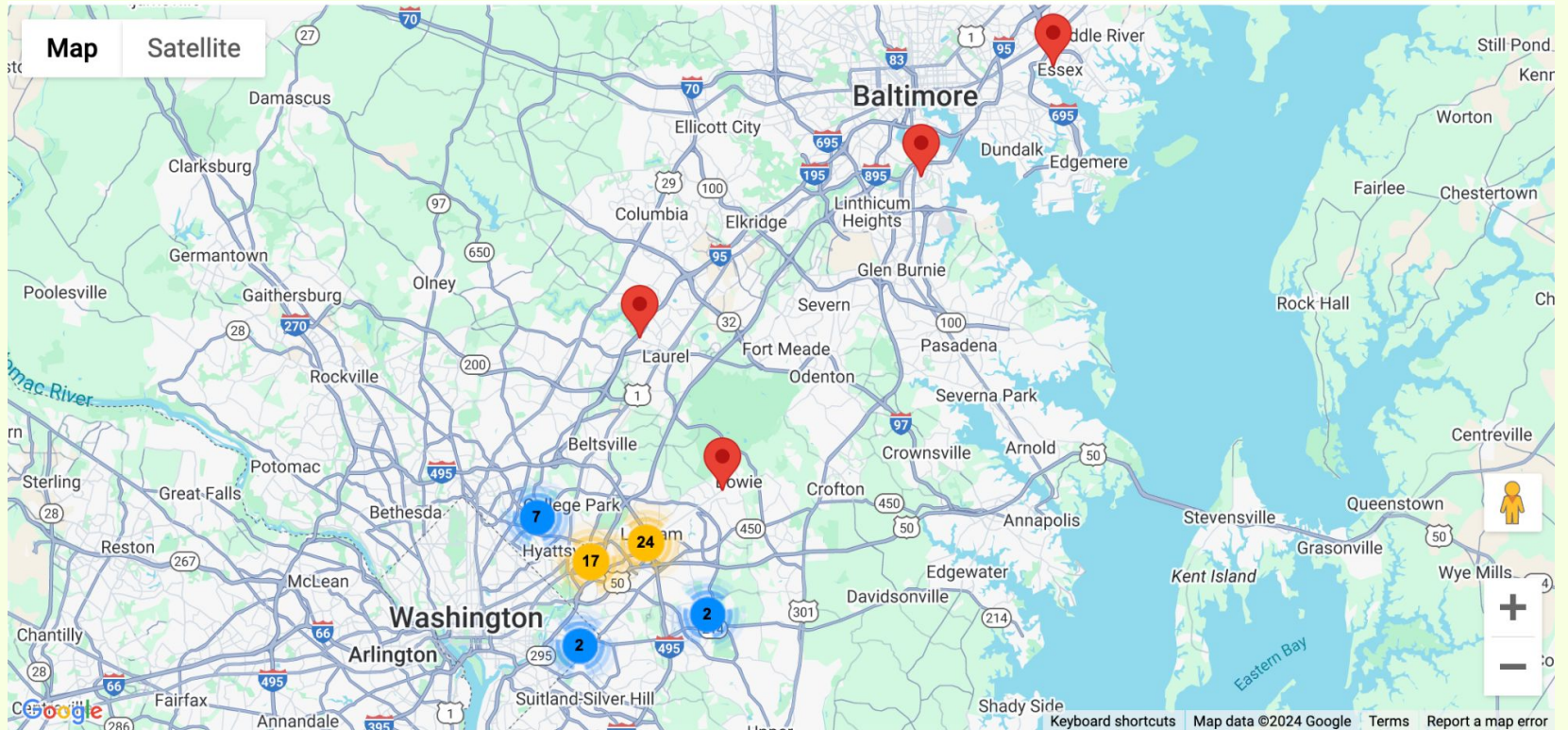
Search follow-up data...

Abedul de Rio/ River Birch	Sicomoro / Sycamore	Check-In 1 - Date	Number of Dead Trees	Notes	Check-In 2 - Date	Number of Dead Trees	Notes
0	0	<input type="text" value="Thu Dec 05 2024 00:00:"/>	<input type="text" value="1"/>	<input type="text" value="1 - Red Maple"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>

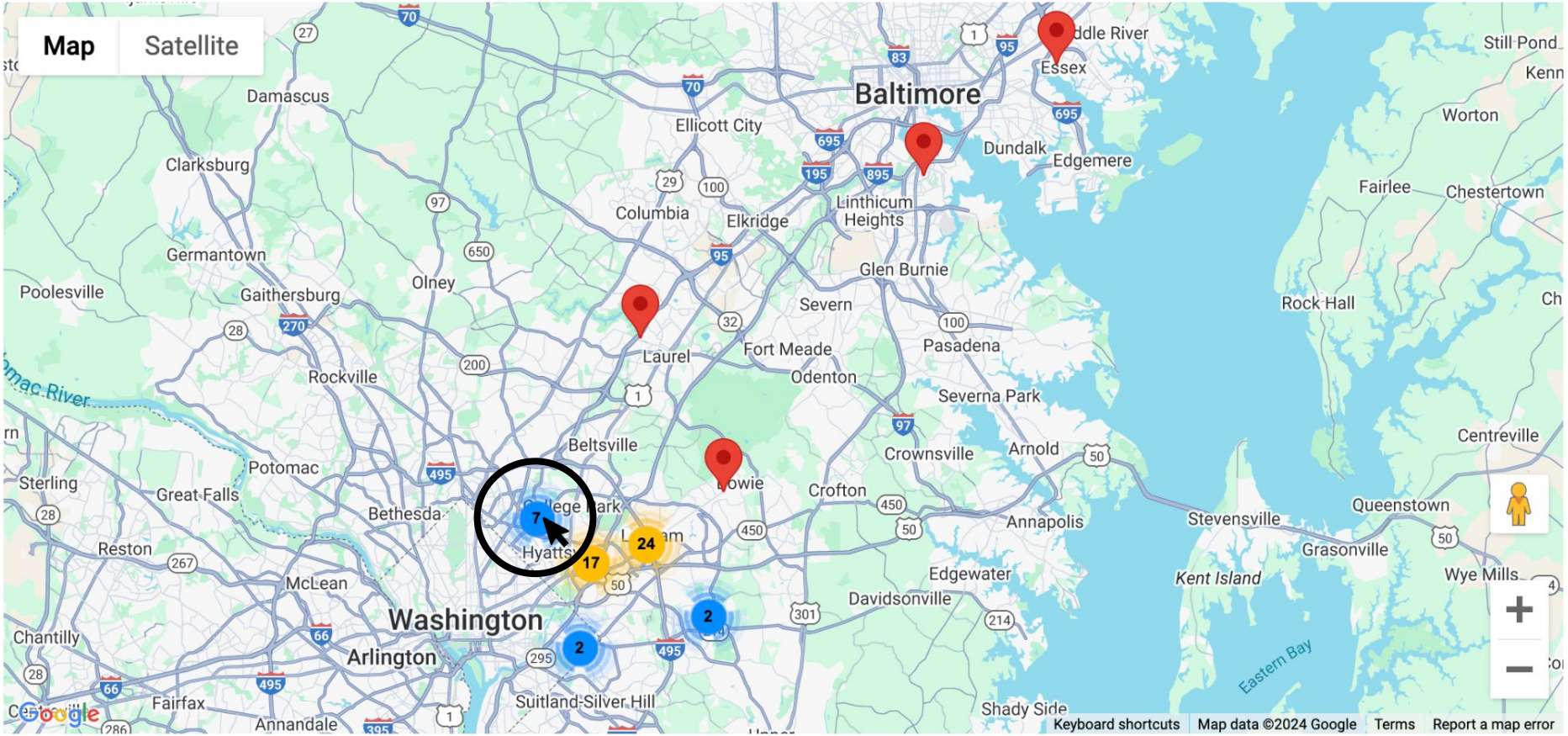
## Inventory Tracker

	All Trees	Arce rojo / Red maple	Baya de servicio allegany / Allegany serviceberry	Capullo oriental / Eastern redbud	Cornejo en flor / Flowering dogwood	Caqui común / Common persimmon	Magnolia dulce / Sweetbay magnolia	Pino Blanco Americano/Eastern white pine	Roble "Overcup" Blanco/ overcup oak	Chirimoyo Florida/PAW-PAW	Arbol de Tulipan/ Tuliptree	Carpe Americano/American Hornbeam
<b>Total Trees Ordered</b>	200	20	20	20	10	10	10	10	10	10	10	10
<b>Total Requested (Underserved)</b>	10	2	1	1	1	1	0	1	0	1	1	1
<b>Total Planted</b>	10	2	1	1	1	1	2	1	1	1	1	0
<b>Total Left</b>	190	18	19	19	9	9	8	9	9	9	9	10

# Map



Lugar/	Celular	Embajador	Dirección
Eastern redbud-Cercis ca... +	Eastern white pine-Pinus ... +	Oak Quercus lyrata +	Paw-Paw +



Map

Satellite

Baltimore

Washington

Arlington

Hyattsville

7

17

24

2

2

Keyboard shortcuts Map data ©2024 Google Terms Report a map error

Lugar/

Celular

Embajador

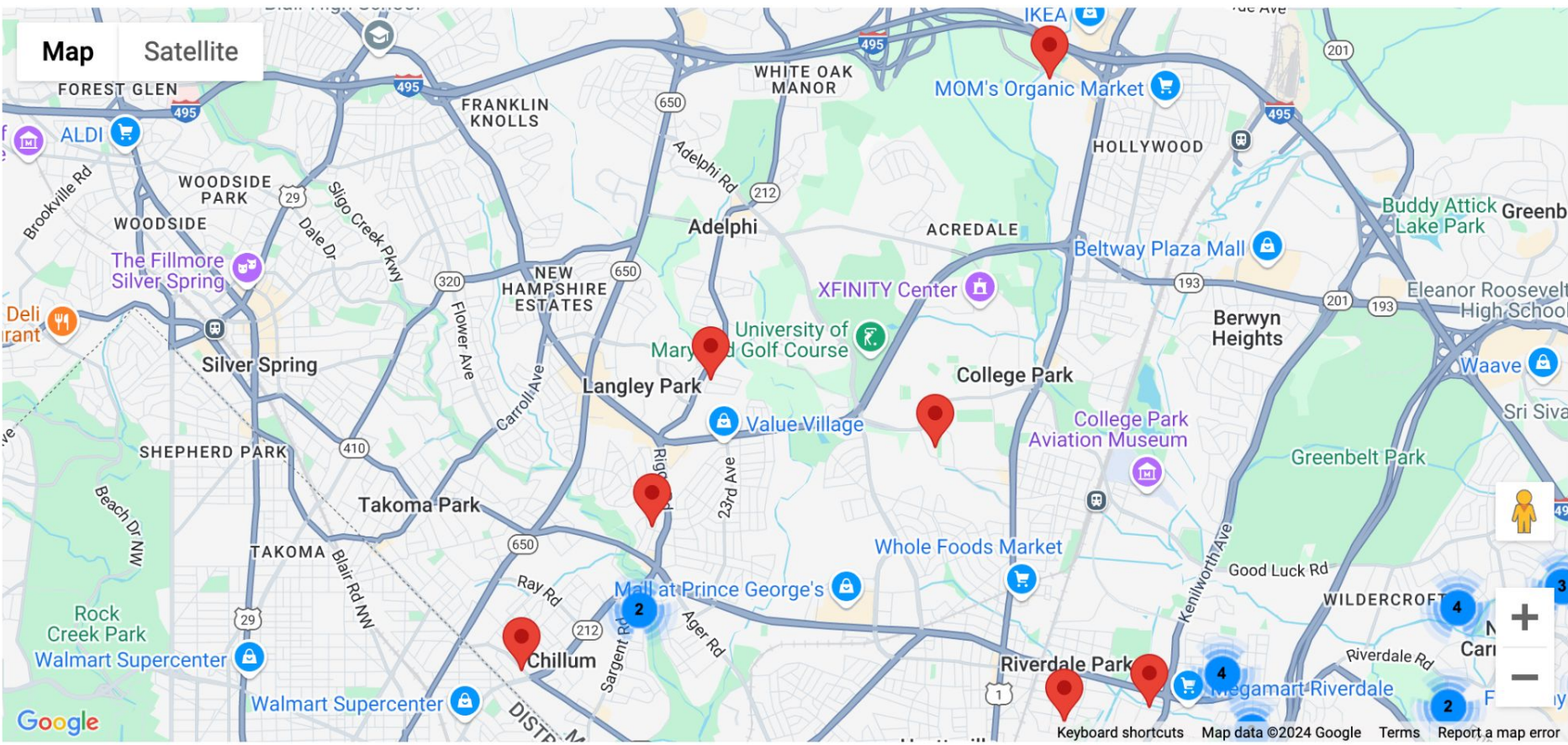
Dirección

Eastern redbud-Cercis ca... +

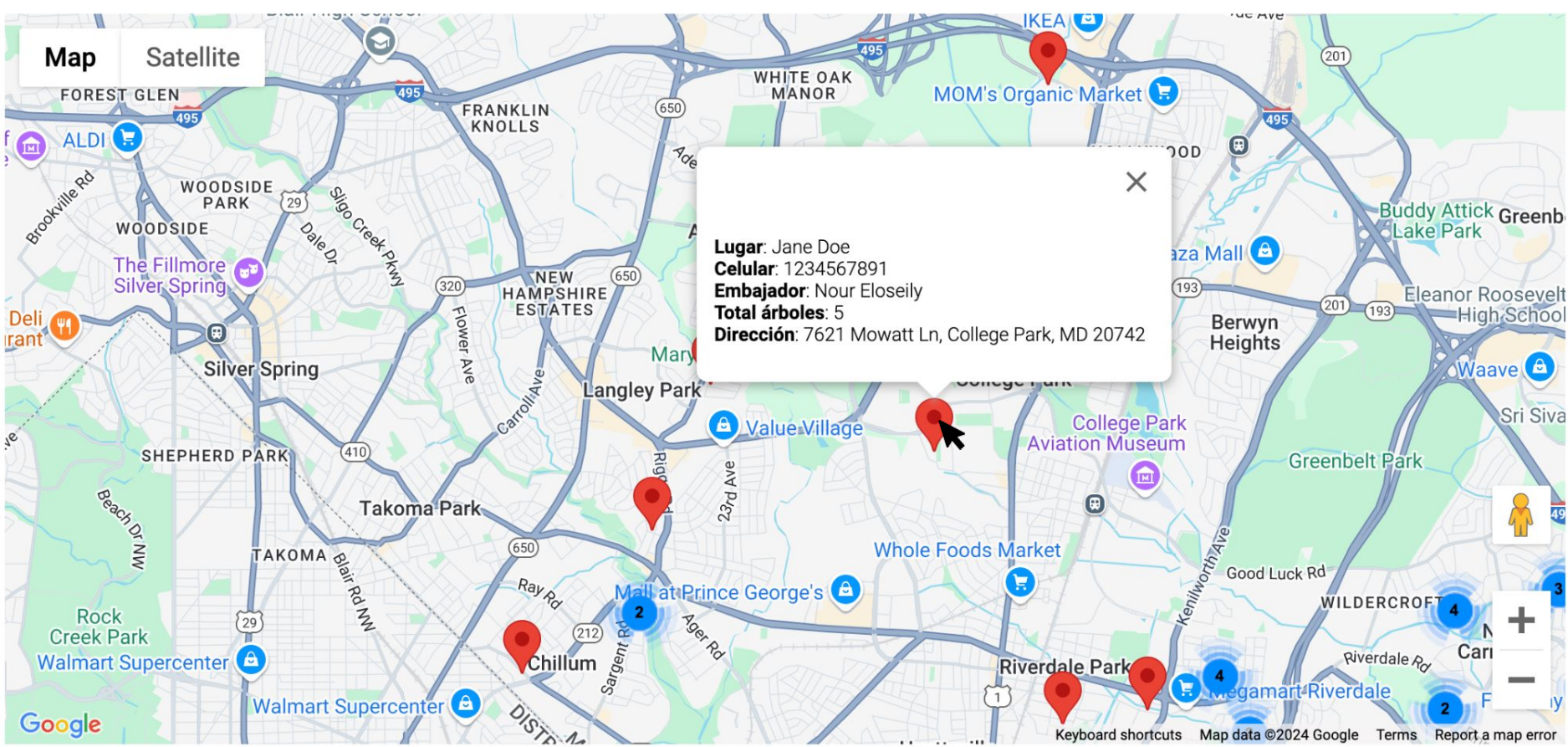
Eastern white pine-Pinus ... +

Oak Quercus lyrata +

Paw-Paw +

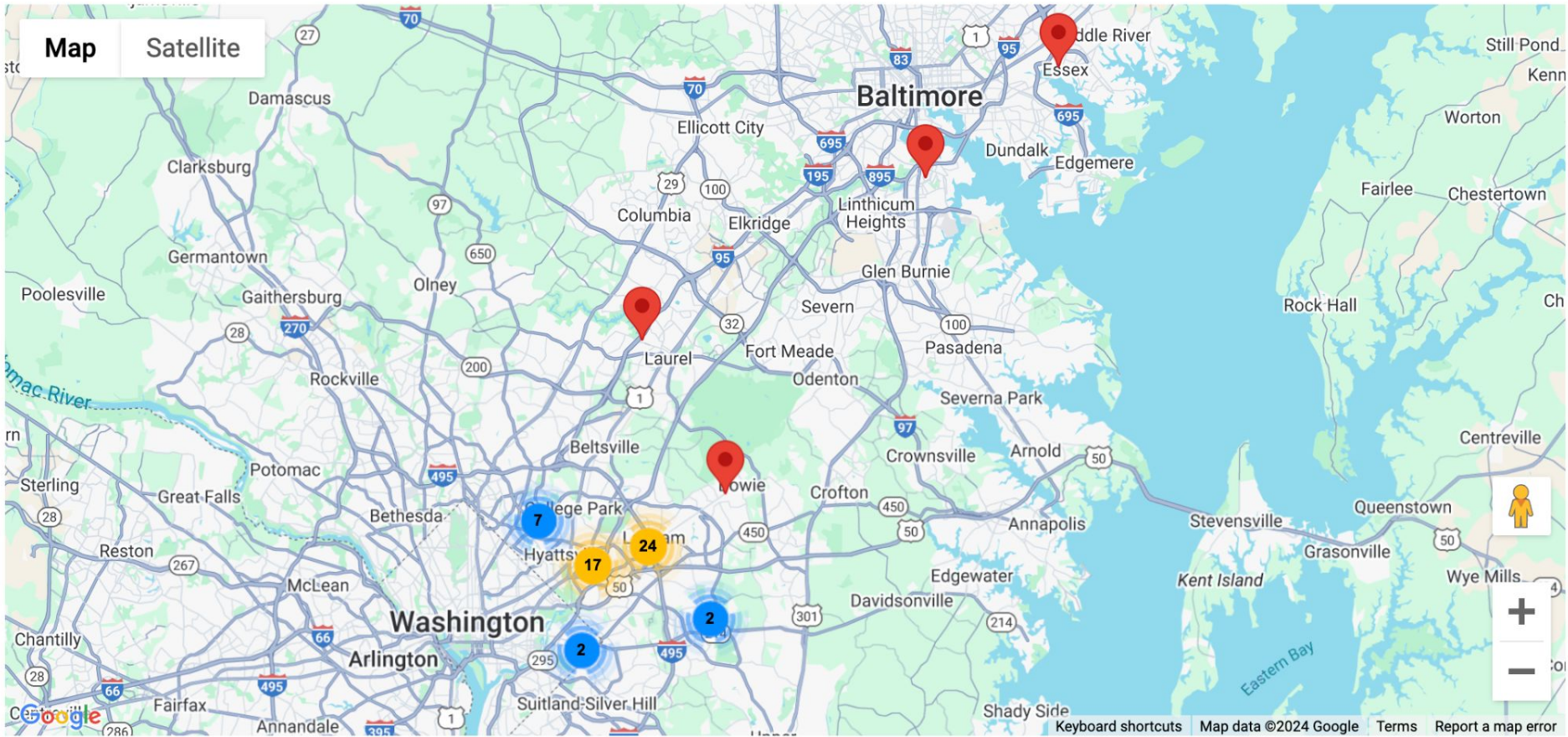


- |                               |                                |                      |           |
|-------------------------------|--------------------------------|----------------------|-----------|
| Lugar/                        | Celular                        | Embajador            | Dirección |
| Eastern redbud-Cercis ca... + | Eastern white pine-Pinus ... + | Oak Quercus lyrata + | Paw-Paw + |




**Lugar:** Jane Doe  
**Celular:** 1234567891  
**Embajador:** Nour Elseily  
**Total árboles:** 5  
**Dirección:** 7621 Mowatt Ln, College Park, MD 20742

- |                               |                                |                      |           |
|-------------------------------|--------------------------------|----------------------|-----------|
| Lugar/                        | Celular                        | Embajador            | Dirección |
| Eastern redbud-Cercis ca... + | Eastern white pine-Pinus ... + | Oak Quercus lyrata + | Paw-Paw + |




Lugar/ 

Celular

Embajador 

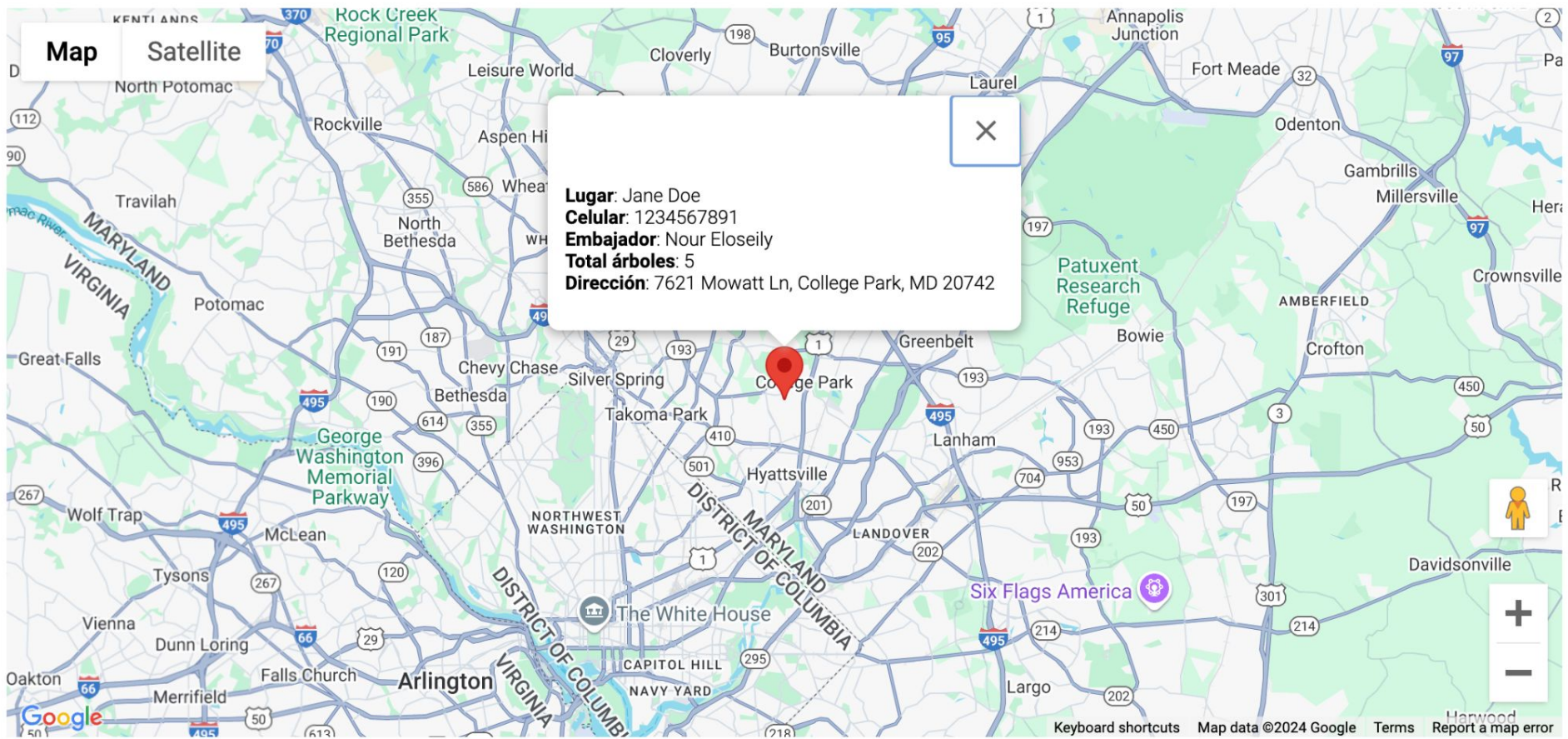
Dirección 

Eastern redbud-Cercis ca... 

Eastern white pine-Pinus ... 

Oak Quercus lyrata 

Paw-Paw 

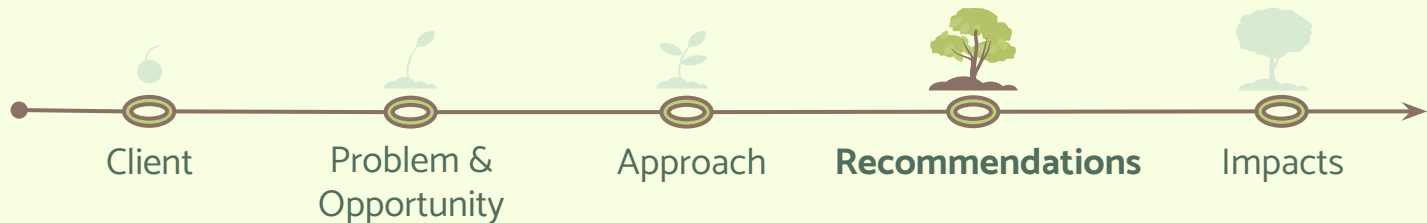
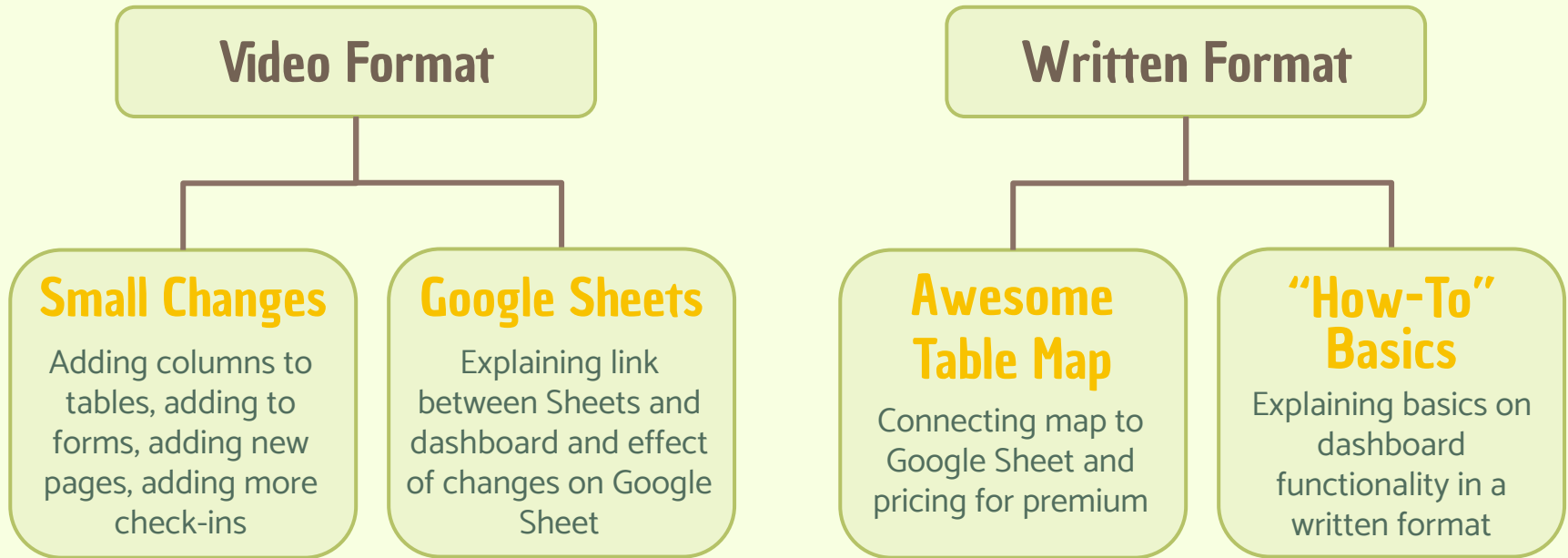


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**Celular:** 1234567891  
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**Total árboles:** 5  
**Dirección:** 7621 Mowatt Ln, College Park, MD 20742

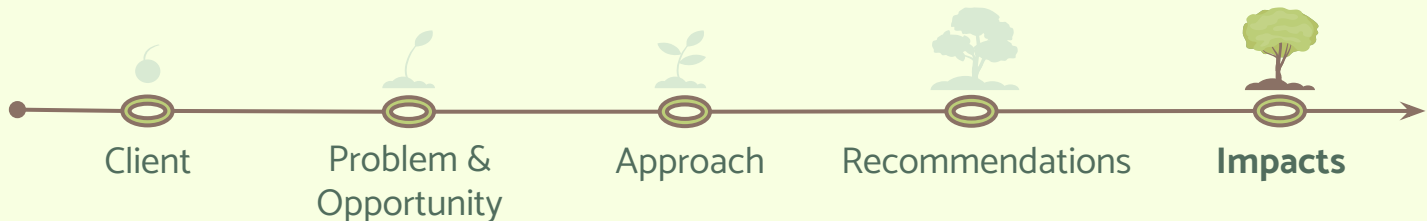
Jane Doe    Celular    Embajador    Dirección    ⋮

Eastern redbud-Cercis ca... +    Eastern white pine-Pinus ... +    Oak Quercus lyrata +    Paw-Paw +

# Change Management - User Guide



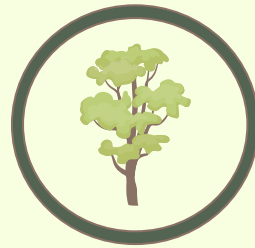
# Impacts



# Preprocessing Time Cut in Half



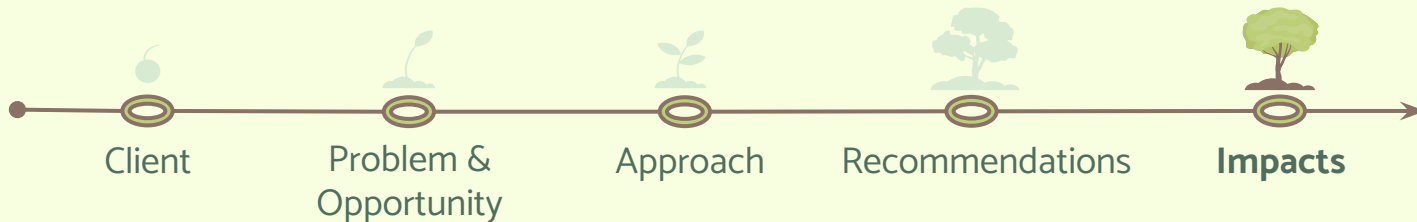
Saves Svetlana  
**numerous hours**  
every week



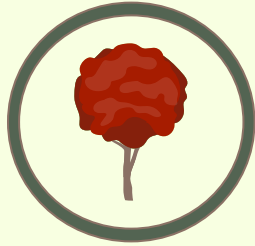
Allows for **decreased**  
**delay** in shipping



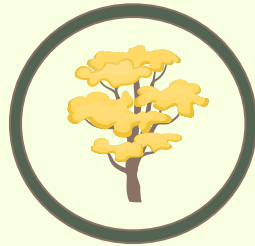
Allots time for  
**increased client**  
**outreach**



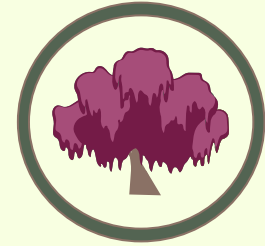
# Increased Inventory Accuracy



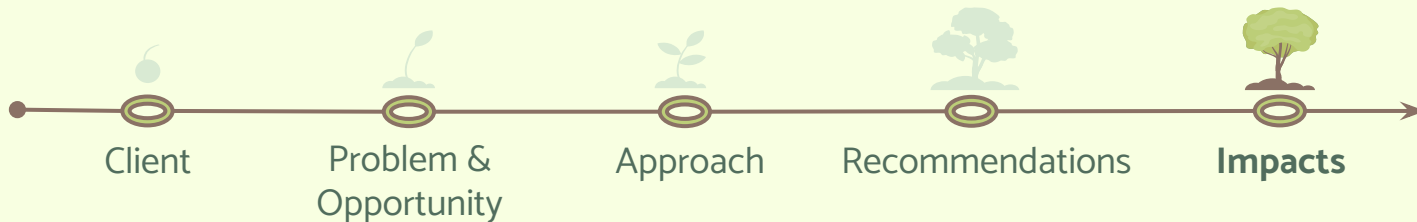
Increases **data accuracy** on tree status and prevents team from losing trees



Allows for **consistent tracking** among delivery stages



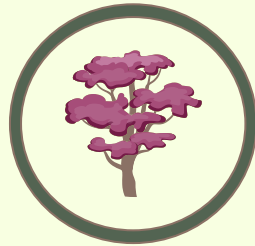
More **accurate prediction** on delivery dates for customers



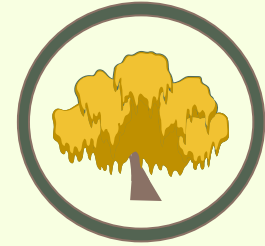
# Funds Conserved



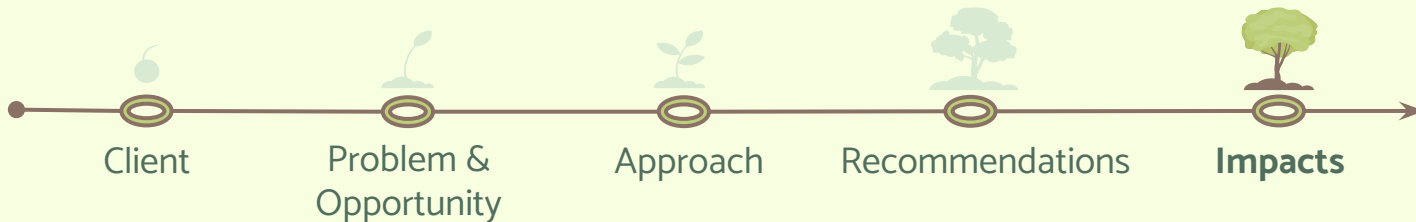
By tracking trees, the team will save **~\$60 per tree** from spoilage



Funds can be **conserved** and distributed elsewhere



Larger tree orders and **quicker service** for customers



# Back to Svetlana



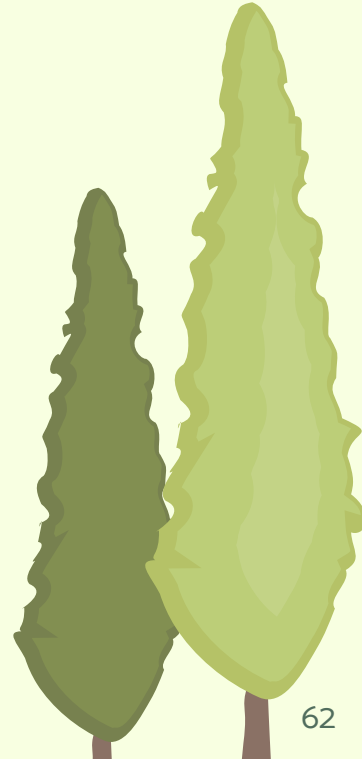


**Thank you!**

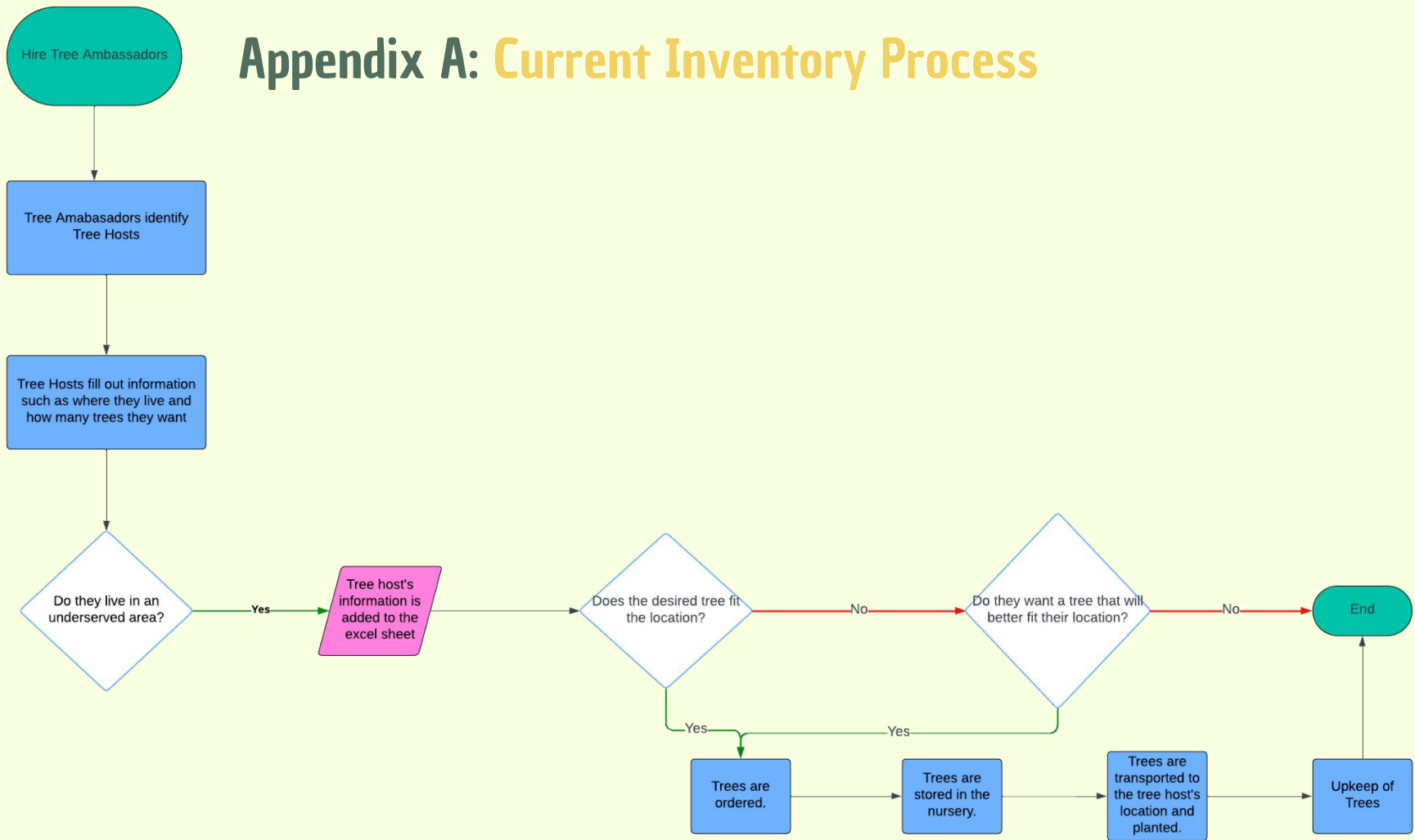
**Any Questions?**

# Appendix

- A. Process Flow Diagram
- B. Native Trees Planted
- C. Grant Master List
- D. Tree Host Intake Form
- E. Cost Breakdown



# Appendix A: Current Inventory Process



# Appendix B: Native Trees Planted


Eastern redbud-Cercis canadensis	Eastern white pine-Pinus strobus	Oak Quercus lyrata	Paw-Paw	Whitefringe Tree/ Arbol de Fleclos Blancos	Tuliptree/ Arbol de Tulipan	Sweetbay Magnolia/Magnolia de Bahia dulce	Common persimmon/ Caqui comun	American Hornbeam/ Carpe Americano	Red Maple/ Arce Rojo	Flowering dogwood/ cornejo en flor	Downy serviceberry/ Baya de servicio suave	Shadblow Serviceberry/ baya de Servicio	Allegheny Serviceberry	Easter red Cedar Juniperus/ Cedro Rojo oriental	Swamp White Oak/Roble Blanco
5				3		6								1	
6		1		2	3	12		3			3				8
2	4						3				2	2			
3	3														
1		1				2				1					
1					1	1					1				
2										1	2				1
								1						1	
1						1				2					3
3						1					1				
2							2			2					
1						2		1			1				
1						1									
1	1							1		1	1				
2															
							1				1				

# Appendix C: Grant Master List

Eastern Red Bud	Gray Dogwood	hornbeam	persimmon	sweetbay magnolia	red maple	Riverbirch	red twig dogwood	Swamp White Oak	loblolly pine	eastern white pine	willow oak	Bald cypresses	Service berry	Flowering Dogwood	Sycamore	TOTAL # trees
5				6	6	6	10									33
15				15						5						35
5				3		2	5									15
				8		8	8									24
13				22	2	18					3					58
1																1
1																1
1																1
17				15	2	10	10									54
1																1
				3		10			9							22
					29	30						14	16			89
														22		22
2		2	2													6

# Appendix D: Tree Host Intake Form

## Embajadores de los Árboles



UN PROGRAMA PARA  
CAPACITAR  
LA COMUNIDAD LATINA  
Y AMPLIAR EL DOSEL  
URBANO

---

### Encuesta de Anfitriones de Árboles - 2024 - MARYLAND/VIRGINIA

**Quien planta un árbol, planta una esperanza.**

A través del programa Embajadores de los Arboles de Defensores de la Cuenca, recibes árboles nativos gratuitos y te comprometes a darles mantenimiento (regarlos, colocarles mulch) los dos primeros años para garantizar su supervivencia.

Así mismo este programa capacita a los miembros de la comunidad para compartir la importancia de los árboles, el valor de los árboles y la conexión con nuestra salud que resulta en más árboles.

Por favor, complete este breve formulario para hacernos saber si usted está interesado en recibir un(os) **ÁRBOL(es) GRATIS** para su propiedad, iglesia o asociación de la comunidad.

In this program you receive free native trees and you commit to watering them for the first two years, to ensure that the tree stays alive.

We are looking for people interested in participating in the program as TREE(S) HOST.

**Atención !! Se dará prioridad a los lugares con 25 árboles o más. Priority will be given to places with 25 trees or more.**

**Email \***

Your email

---

**Primer nombre - first name \***

Your answer

---

**Apellido - Last name \***

Your answer

---

**Número de telefono - Cell number \***

Your answer

---

**Direccion-Address \***

Your answer

**Ciudad-City \***

Your answer

---

**State -Estado \***

Your answer

---

**Código postal - zip code \***

Your answer

---

**Confirme la dirección donde desea sembrar sus arboles. Direccion-Address \***

Your answer

# Appendix D:

## Tree Host Intake Form Cont.

Soy el dueño, o tengo permiso, o puedo obtener permiso para plantar en esta propiedad. - I am the owner or have permission to plant trees in the property. \*

- Sí - yes
- No
- Tal vez - maybe or pending

¿Cuál describe mejor la ubicación de sus árboles? What best describes the place of planting? \*

- Hogar / residencia privada - home or house
- Iglesia - church
- Asociación comunitaria / comunidad de propietarios - community association or homeowners association
- Other- Otro

¿Cuántos árboles quiere? Todos los árboles plantados son especies nativas. - How many native trees do you want? \*



Choose ▾

### Arce rojo / Red maple

El arce rojo (*Acer rubrum*) generalmente alcanza una altura madura de 12 a 21 metros, con una extensión de 9 a 15 metros. Es un árbol caducifolio conocido por sus hojas que se tornan de un vibrante color rojo en otoño.

1 2 3 4 5 6 7 8 9 10



¿Quién te apoyó llenando la forma? Who supported you filling your form?

Choose ▾

Al participar en este programa, aceptas suscribirte a comunicaciones sobre este programa, futuros programas y próximos eventos por correo electrónico y mensajes de texto, tanto directamente como en mensajes de grupo. - I accept to receive communications about this program, future programs and events through email, text messages, and other forms of communication.

- Sí, lo entiendo y estoy de acuerdo - Yes, I understand and agree.

# Appendix E: Cost Breakdown

City of College Park.xlsx

	A	B	C	D	E	F
1	6	10 gallon	Acer Rubrum Red Sunset	\$80		
2	9	7 gallon	Amelanchier arborea MS	\$48		
3	4	7 gallon	Betula nigra	\$48		
4	2	7 gallon	Carpinus caroliniana	\$48		
5	5	7 gallon	Celtris occidentalis	\$48		
6	2	7 gallon	Cercis canadensis	\$55		
7	12	10 gallon	Cornus florida	\$85		
8	4	7 gallon	Diospyros virginiana	\$48		
9	5	10 gallon	Juniperus virginiana	\$80		
10	16	7 gallon	Juniperus virginiana	\$48		
11	4	7 gallon	Magnolia virginiana	\$48		
12	4	7 gallon	Platanus occidentalis	\$48		
13	3	10 gallon	Thuja 'Green Giant'	\$65		
14						

**Average Cost of Trees:**  
 $(80+48+48+48+48+55+85+48+80+48+48+48+65)/13 = \sim 60$