

## Bimonthly Tasks for March Weeks 2-4

60 pts each department leaders need to show evidence of completion. At the end of each task period print this sheet and turn it in. for recording of grades. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All verifications and evidence must be turned in by March 29th. All work after that will be worth 1/2 credit.

### Art & Publications Department

Department Points \_\_\_\_\_/60pts

#### Department Meeting and Work Points: 30 pts total

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the last 3 weeks in March. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

#### Task 1.0: Spring-Summer Product Offerings Planning: (high priority complete asap)

Attending the meeting run by the chief officers with sales, marketing, digital media, and art department leaders and brainstorm ideas to update the company product line for catalog and website. Work with the art and sales department to generate a list that includes: retail price, wholesale cost and product description & details. Work with the digital media department to find the product images that will be used in the catalog and web site.

\_\_\_\_\_  
Vice President of Art & Publications

**Evidence: Lists of new products offerings → Canvas March 2-4**

#### Task 2.0: Sales Materials Submission: (high priority submission deadline March 15th)

Based on the above meeting update the company sales materials submission. Include the revised Company catalog, sales brochure you created last month, the e-mail marketing campaign (see marketing) and promotional materials. Have the teacher review the submission before you turn it in. This will be the last competition for the department this year.

\_\_\_\_\_  
Employee responsible for this task

**Evidence: Updated Sales Materials → Canvas March 2-4**

\_\_\_\_\_  
Name of who is responsible

**Evidence: Sales Materials submission verified by teacher** \_\_\_\_\_  
teacher signature date

\_\_\_\_\_  
Employee responsible for this task

**Evidence: Submission of sales materials → Canvas March 2-4**

#### Task 3.0: Spring-Summer Company Catalog: (high priority will be used in New York)

Based on the meeting in Task 1.0, update the company catalog to reflect the new product offerings. Remove any discontinued products and develop a new version of the catalog that will be printed and used by the team attending New York in April. This updated catalog needs to be print ready by the last week in March. Remember the number of pages in the catalog must be evenly divisible by 4 to ensure it prints correctly.

\_\_\_\_\_  
Vice President of Art & Publications

**Evidence: Updated Catalog ready for printing (PDF) → Canvas March 2-4**

#### Task 4.0: Annual Report Template:

The company will be publishing its annual report in the next couple months. You have been tasked to design the annual report template that your chief officers will be using to write the report. To better understand this task, Review the presentation found in the Task Matrix → Administration → Annual Report. Then log in the portal and review the rubric and samples of annual reports. After you have looked at all the different styles and ideas, develop a template for our company to use when they begin the process of writing the annual report.

\_\_\_\_\_  
Employee responsible for this task

**Evidence: Lists of new products offerings → Canvas March 2-4**

#### Task 5.0: Company Organizational Chart :

Get the company organizational chart file from digital media. The chart needs to be redesigned to increase its professional appearance and to reflect the company current roster. The chart needs to contain all employees, positions and names. Group employees by department with branching lines showing company hierarchy (top down). The design show reflect company branding colors, title and company logo in the design and needs to fit on a portrait orientated, letter size paper. This will be used in the annual report, designed in Task 4.0.

\_\_\_\_\_  
Employee responsible for this task

**Evidence: Redesigned Organizational Chart → Canvas March 2-4**