

# Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. 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 department members will receive points based on their completion of their required tasks

## Communications Department

Company \_\_\_\_\_

### Task 1.0: May Bulletin Board: Completed by May 10th

Update the bulletin board to reflect a theme for Summer. This will be the last change for the year. Include any new or old important information for the company employees. Keep all pictures covered in plastic sleeves to protect the images from vandalism. Clear the board before the day of the final.

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

5pts      **Evidence:** Photo submitted of finished board → **Canvas Final**

### Task 2.0: Company End of the Year Awards:

Meet with the Marketing Department to plan the end of the year awards that will occur the day of the final. In this event, we will celebrate the first year as a company and employees will be recognized for their work through the year. Each Chief Officer will recognize employees from their divisions at the event. In addition the company can have some fun humorous awards. We would like to each person recognized for something. The year in review video will be shown and food can be served at the celebration. Assign people to lead the following areas: Awards Ceremony, Awards Preparation and Catering/Food. Submit a plan for approval to your consultant that details the schedule (forward this to Art Department as they will be making the printed program), list of awards and who will present them, and food responsibilities.

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

15pts      **Evidence 2.1: printing and distribution of all company awards**

\_\_\_\_\_  
Coordinator Signature

5pts      **Evidence 2.2: Program printed and handed out for the luncheon**

### Task 3.0: Final Company Rating

Finish up the remaining company rating evidence. Your department will get full points for this task. You will get 1pt for every 25 rating points displayed. Score of over 250 will get your department full points. This final total will be your final company rating for the year. Note: no team has every made 276 pts required to be a gold rated company. Will you be the first? Submit the rating point tracker and the teacher will review and verify the web evidence through the company account.

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

10pts      **Evidence: Company Rating file → Canvas Final**

### Task 4.0: Preparing for Transition: 15pts

Prepare the following areas so that the company is ready to transition to its new office. (room 430) You will facilitate the move after previous company moves out. This needs to be done by May 24th

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

2.5pts      **Evidence 4.1: Remove names, Clean and clear out all company mail boxes & board**

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

2.5pts      **Evidence 4.2: Clear out and clean the company storage cabinet**

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

2.5pts      **Evidence 4.3: Wrap Pack and label all company awards**

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

2.5pts      **Evidence 4.4: All company materials, props, promotion & name badges into containers**

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

2.5pts      **Evidence 4.5: banners, billboards and order forms packed for moving**

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

2.5pts      **Evidence 4.5: Google doc containing login info to social media accounts → Teacher Observation**

### Task 5.0: Department Archive Files

Upload all department files to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: Company Newsletters and In addition, start a password doc that can be used by all departments to record their password information. Gather the login and password for the company accounts for all social media, MailChimp (marketing) and WIX login (digital media) information.

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

10 pts      **Evidence: All department files saved to Google drive → Teacher Observation**