

Chief Officers & Administration Department

Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th. 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 late work will be worth 1/2 credit.

Task 1. Canvas to Digital Canvas :

Sign up for Canvanizer and transcribe your physical business model canvas that you created in the last task sheet and build the digital copy of the business model canvas.

5pts Evidence: Share the Canvanizer with your facilitator: Responsibility of Chief Operations Officer

Task 2. Revision of your Business Plan :

The main focus of the next couple weeks will be to update the company business plan. Take some time to review the finalist written business plans from the national championships last year. They are found in the **Hub** under **Competitions & Events** and then click **Competition Rubrics**. Scroll down to the **2019 National Business Plan Competition – Top 8 Presentations** and follow that link. Look for the written plans and compare your plan with top team written plans. Review and rework each of the following sections of your business plan based on what you think you can improve from what you observed in the top plans. When finished, share that section with your facilitator.

5pts Evidence: Executive Summary: Responsibility of Chief Executive Officer

5pts Evidence: Company Overview: Responsibility of Chief Operations Officer

5pts Evidence: Mission Statement: Responsibility of Chief Executive Officer

20pts Evidence: Management Functions:

Planning: Responsibility of Chief Executive Officer-**5pts**

Organizing: Responsibility of Chief Operations Officer-**5pts**

Directing: Responsibility of Chief Operations Officer-**5pts**

Controlling: Responsibility of Chief Executive Officer-**5pts**

Print the updated business plan and submit it to your teacher for review

Task 3. Junior Company Interviews Preparation:

Create a sign in sheet and schedule a meeting time to meet with the prospective junior chief officer applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Explain to them what your responsibilities are and your role in the company. Following your sharing open up the discussion to questions they might have about the position and its duties. Let the meeting take its natural course and end it when you have exhausted the questions. In addition, you will be required to attend the interviews for the chief officer positions for both companies.

10pts Evidence: Signed Verified Mr. Gersten_____ Responsibility of Chief Officers

Task 4. Leadership Meeting: Focus - Department Progress

Set the agenda for your scheduled leadership meeting to have each department leader share what was completed by their department at the end of the last task period and what still needs to be done. Discuss the upcoming student leadership conference on October 11th and who will be attending representing your company. You can send 7-8 company leaders. Email your facilitator the list of leaders that will be attending

5pts Evidence: Meeting Agenda: Submit in Canvas

Responsibility of Chief Officers.

5pts Evidence: List Leadership Conference attendees: Submit in Canvas

Responsibility of Chief Operations Officer