

Chief Officers & Administration Department

Bimonthly Tasks for Weeks 1-3

90 pts - Each department leader needs to show evidence of completion on or before August 30th. 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. Office Department Placement :

The **Chief Operations Officer** will set up seating chart for the office so people are sitting in departments. Meet with each leader and review your plan so they can have input on where employees will be assigned in their departments. Get the Seating Chart file from the Task Matrix to use as a template. Include the employee name, department they are in and their job title.

5pts Evidence: Printed copy of Office seating chart for Art, Human Resources and the teacher

Responsibility of Chief Operations Officer

Task 2. Company Goals & Expectations and Facilitator Meeting:

Chief Officers work together to establish goals for the company and then will schedule a meeting with your facilitator (teacher) at the end of the first week. You will discuss your goals for the company this year and supply the facilitator with a company seating chart.

10pts Evidence: Printed copy of company goals and office seating chart: Responsibility of Chief Officers

Task 3. First Leadership Meeting: Reviewing Leadership Meeting Norms and Expectations

Hold your first leadership meeting to review the norms that you establish last year. You might have new leaders from the original group that started the company last year. You may go through the entire norm process again or review each norm area and decide if you want to change. If you want to go through the full experience get the **Setting Norms** exercise from the **Task Matrix**. This can take several meetings on consecutive days, but is very important in setting the foundation of your leadership team environment. The HR department will share the company rules from last year and the leadership team needs to discuss, update and approve by vote all company rules and expectations. When finished update the company rules and expectations (see task 6). Finally, have the communications department type up the results and send them out to all employees.

5pts Evidence: Meeting Norms sent to all staff and posted in company meeting space.

Responsibility of Chief Officers

10pts Evidence: Company Expectations Exercise approved and printed for Facilitator approval

Responsibility of Vice President of Human Resources & Chief Officers

Task 4. Leadership Planning:

Using the company Google calendar schedule all future leadership meetings through December. It is suggested that you meet a minimum once every two weeks. For each meeting date determine who will lead the meeting that week. This should be alternated between CEO & COO each meeting. The leader of the meeting will plan the agenda (see the Meeting Agenda on the Task matrix) for the items that will be covered at that meeting and should send that out to all leaders at least 3 days before the meeting. You should try meet on the same day of the week whenever possible. You should include an all staff meeting at the end of each month.

10pts Evidence: Calendar of future meetings and roles at each officer: Responsibility of Chief Officers

Task 5. Business Plan Proofreading:

Review the business plan in Google Docs in your company Google account. Read each section together and discuss and make changes as needed in red so that your facilitator can see your work. Share the plan with your facilitator so that they can review the plan.

10pts Evidence: Updated written business plan

Responsibility of Chief Officers

Task 6. Expectations Presentation:

Following the leadership meeting, develop in the company Google account a presentation to communicate the updated and finalize company rules and expectations. This should cover a number of key areas that were discussed at the planning in Task 3. The presentation should be presented to the entire company before the end of the month.

10pts Evidence: Completed Expectations presentation

Responsibility of Chief Officers

10pts Evidence: Present Company Office Rule and Expectations to all staff

Responsibility of Chief Officers

Task 7. Business Model Canvas:

In the Task Matrix find the Canvas Video and watch it. Following the video, look at the Canvas 101 file to get a better in depth understanding of the Business Model Canvas. Get a business model canvas from your facilitator and some post-it notes to begin filling out the Business Model Canvas for your company.

20pts Evidence: Business Model Canvas Completed and presented to your facilitator

Responsibility of Chief Officers