

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

Chief Officers

Company _____

Task 1.0: Finalize Business Plan Team and Plan Responsibilities:

Finalize your business plan team and divide up the areas that each will cover on the written and presentation portions of the business plan. Turn in to Canvas the list of each person and their responsibilities.

_____ 5pts Evidence: List of team responsibilities → Canvas Final

Chief Officers

Task 2.0: Business Plan Team : Summer Entrepreneur Camp

Finalized business plan team and have the team decide who they will be attending the summer camp. Those who want to attend must get parent permission and then fill out the online registration form.

_____ 5pts Evidence: Completed application & permission forms collected → Task Verification sheet

Chief Officers

Task 3.0: Completed Annual Report: 35pts

Gather the sections of the annual report and complete the report. Each section needs to be included. If departments do not turn in their sections you will need to do your best to write that section.

_____ 2.5 pts 3.1 : Introductory Components

Employee responsible for this task

_____ 5pts 3.2: Letter to Stockholders (April 2-4 tasks)

Chief Executive Officer

_____ 5pts 3.3: Financial Highlights (Sales)

Employee responsible for this task

_____ 5pts 3.4: Board of Directors and Management (April 2-4 tasks)

Employee responsible for this task

_____ 2.5pts 3.5: Corporate Message (April 2-4 tasks)

Chief Operations Officer

_____ 5pts 3.6: Financial Statements (Accounting April 2-4 tasks)

Employee responsible for this task

_____ 5pts 3.7: Management Discussion and Analysis (company goals) (Accounting, Marketing & Sales)

Employee responsible for this task

_____ 2.5pts 3.8: Bank Statement from 5/1/18-4/30/19, Loan and Amortization Table

Employee responsible for this task

_____ 2.5pts 3.9: Business Sales Contract (Sales Department)

Employee responsible for this task

Task 4.0: Leadership Interviews:

If you are continuing as a leader next year, participate in the process of interviewing and selecting leaders for the departments you supervise and conduct the employee placement meeting to place employees for the coming year.

_____ 2.5pts Evidence: Attend Company interviews → Teacher Observation

Chief Officers

_____ 2.5pts Evidence: Updated Company roster for next year → Canvas Final

Chief Officers

Task 5.0: Final Leadership & Placement Meeting

Meet with your leadership team and your coordinator on or before May 22nd and review the current staffing for the company for next year. Determine if employees should be let go (requires 6 votes) or put on probation for the coming year and vote to accept employees that would like to switch into your company. Those employee let go or on probation will given letter prior to the final.

_____ 5 pts Evidence: Hold Leadership meeting → Teacher Observation

Employee responsible for this task

Task 6.0: Administration Archive Files

Upload all administrative 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: Business Plan & Presentation, Annual Report, Quarterly Report, and the state of the company presentation

_____ 5 pts Evidence: All department files saved to Google drive → Teacher Observation

Employee responsible for this task