

## 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.

### Chief Officers

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)

Schedule a meeting with your sales, marketing, digital media, and art department leaders and brainstorm ideas to update, discontinue or add to the company product line to update catalog and website. Sales and Art departments will be working to generate a list that includes: retail price, wholesale cost and product description & details

\_\_\_\_\_ 5pts Evidence: Sign in sheet of those who attended → Task Verification form

Both Chief Officers

#### Task 2.0: Strategic Consultant Meeting

Go over the tasks for the next two weeks with your consultant to help you plan out and understand what you will be doing for this series of tasks. This should take place the first couple days of the task period. We will review the list of competitors and determine who will be in charge of the company team in Oakland.

\_\_\_\_\_ 5pts Evidence: Schedule meeting and attached notes from that meeting. \_\_\_\_\_ date

Chief Officers

teacher signature

#### Task 3.0: Business Plan Consultation

Print your company business plan and send the printed copy of your plan to Mr. Elway, so he can review it before the meeting. Schedule a time to meet with Mr. Elway for consultation on the written business plan. This will begin a series of meetings to refine the written business plan and will lead into our annual report at the end of the year.

\_\_\_\_\_ 5pts Evidence 3.1 : Plan left with Mr. Elway

Both Officers will be meeting

Signature

Date

\_\_\_\_\_ 5pts Evidence 3.2: Meeting with Mr. Elway

Both Officers will be meeting

Signature

Date

#### Task 4.0: Mid Year Action Plan

Complete the action plan that you started last month for the company and share the plan during your leadership meeting. (Task 5) Print approval forms (found in the Task matrix) and have the leadership team discuss, vote and approve each item in your action plan. Once leadership and your teacher approves the action plan items, do a all company presentation sharing what changing will be occurring in the office and company that will take effect following the presentation.

\_\_\_\_\_ 5pts Evidence 4.1: Approval Forms signed & Action Plan → Canvas March 2-4

Both Chief Officers

\_\_\_\_\_ 10pts Evidence 4.2: Company Action Plan presentation → Canvas March 2-4

Both Chief Officers

#### Task 4.0: Leadership Meeting

Plan a leadership meeting to go over the grand opening (on back to school night) and plan the event. In addition, you will be planning for the Youth Business Summit and determine who will be the lead for the company at that event and set up roles and responsibilities. This meeting should be as soon as possible. Also, check with each department leaders to see if they have anything that they need covered on the agenda. Have meeting secretary take notes at the meeting. After the meeting, publish the minutes, print and post the minutes on the bulletin board and send copies to all staff through company email.

\_\_\_\_\_ 5pts Evidence 4.1: Leadership Meeting Agenda → Canvas March 2-4

Name of who is responsible

\_\_\_\_\_ 5pts Evidence 4.2: Leadership Meeting minutes → Canvas March 2-4

Name of who is responsible

#### Task 5.0: Grand Opening: (HIGH PRIORITY-TIME SENSITIVE)

Working with the Sales Team leads and Sales and Marketing departments. Plan the grand opening event for the evening of March 28th. The marketing department will develop a special promotion for all that attend and work with the art department on a advertising flyers (to be handed out to people at back to school night), refreshments and a grand opening cake. Chief Officers will work out the schedule for people to work the grand opening that evening and prepare checks for visitor to purchase from our company at the event. Marketing will set up the visitor table at 5:00 and a should help schedule people to work from 5:30-7:00 pm to help support the event. 1-2 to host the refreshments and 6-8 employees to act as sales people for those purchasing from the company website. All sales will go towards team competitive to increase grades. Create a sign in sheet for that evening to track who worked. They will need to sign in with time and name and sign out with time and name.

\_\_\_\_\_ 10 pts Evidence 5.1: List of people attending and their roles that night → Canvas March 2-4

Employee responsible for this task

\_\_\_\_\_ 5 pts Evidence 5.2: Sign-in/Sign Out sheet of employees that attended → Task Verification form

Employee responsible for this task