

Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Chief Officers

Company Name _____

Task 1: Business Plan Presentation: (HIGH PRIORITY - see deadlines below)

Review the rubric for the oral business plan presentation found in the portal, develop a presentation that will be used at business plan competition on December 3rd. Make sure you develop a presentation that covers each of the required areas found in the rubric. The presentation should not be too wordy and should highlight the plan with bullet points and not a lot of heavy narrative. Share the file with your team so they can add their parts and are familiar with it. The presentations can be as long as 10 minutes before a deduction in points. Q & A is up to 5 minutes. Bring a copy of the business plan as it was submitted, and 6 copies of supplemental materials packet for the judges.

_____ 15 pts **Evidence 1.1: Completed presentation digital → Canvas by Thursday November 29th**
Chief Officers

_____ 2.5 pts **Evidence 1.2: One printed and bound copy of business plan by Saturday December 1st**
Chief Officers

_____ 2.5 pts **Evidence 1.3: six (small slide) copies of presentation as supplemental materials Packet**
Chief Officers

_____ 10 pts **Evidence 1.4: Team Practice Saturday 12/1 Teacher Signature _____**
Business Plan team

_____ 10pts **Evidence 1.5: Present both rounds at Regional Business Plan competition**
Business Plan team

Task 2: Trade Show Preparation & Company Competition Submissions:

Meet with the Communications and Sales leaders establish the sales teams and work shifts for the San Diego Trade Show. and create a work shift schedule for the trade show. Keep in mind the people you group together for the shift. Each shift needs a Shift lead who is in charge to the team that shift and 3-5 employees. Shifts should be 30 min - 45 min. In addition, You will make sure that your departments submit their required competition items for the California State Business Championships in Bakersfield. The online submissions need to be completed and turned in by December 7th. Work with your departments to help them complete these items. CEO Submissions include: Video Commercial (Digital Media), Web Site (Digital Media), Sale Materials (Art) . COO submission include: Employee Newsletter (Communications) and Job Interview (HR).

_____ 5 pts **Evidence 2.1: Work shift Meeting with Sales and Communications → Submitted by Communications**
Chief Officers

_____ 5 pts **Evidence: Bakersfield Competition Submissions → December 7th**
Chief Officers

Task 3. Trade Show Report:

Upon returning from the San Diego Trade Show, download the **TS Report** from the Task Matrix under Marketing. Review the document and set up a meeting with the Vice President of Sales & Marketing and evaluate your company performance at the trade show. Go through the report discussion topics. Review the scores and judges sheets to find areas you can improve at the next event.

_____ 5pts **Evidence: Trade Show Report turned in by Sales & Marketing → Canvas November 4**
Vice Presidents of Marketing & Sales

Task 4. December Leadership Meeting:

Plan your next leadership meeting for the 2nd week in December. At this meeting your Trade Show report will be shared, preparation for the State conference in Bakersfield, Adopt a Family Community Service Project, Company Christmas Party plans

_____ 5pts **Evidence: Leadership Meeting Agenda → Canvas November 4**
Chief Officers