

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion. 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 February 15th. All work after that will be worth 1/2 credit.

Chief Officers and Administration Department

Company _____

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. 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 first 2 weeks in February Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Strategic Consultant Meeting:

Go over the task for the next few 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.

_____ 5pts **Evidence 1.1: Meet with your coordinator on Monday 2/7 or Tuesday 2/8**
Chief Officers

_____ 5pts **Evidence 1.2: Collect completed tasks sheets from each department and put into the binder**
Chief Officers

Task 2: Pitch in Los Angeles: (HIGH PRIORITY-TIME SENSITIVE)

Using the script that you have created, you will either practice performing the pitch or work on coaching the person pitching for the company. The requires 60 seconds to sell the company idea and needs to cover each area in the rubric. Print 5 copies of the rubric score sheet and after you have practiced find different adults to score the pitch with the score sheet. They are to sign and date the sheet for you to get credit. Finally, have the class coordinator score the pitch on Friday the week before the event. Attach all score sheets to a task verification form and turn in to the teacher.

_____ 5 pts **Evidence 2.1: Practice score sheet from one adult scoring the pitch.**

_____ 5 pts **Evidence 2.2: Practice score sheet from different adult scoring the pitch.**

_____ 5 pts **Evidence 2.3: Practice score sheet from different adult scoring the pitch.**

_____ 5 pts **Evidence 2.4: Practice score sheet from different adult scoring the pitch..**

_____ 10 pts **Evidence 2.5: Practice score sheet from the coordinator scoring you.**

Task 3: Board Of Directors - Quarterly Report:

Download a copy the Quarterly Report template from the VEI Task matrix. This will be a month long project and will be fully completed at the end of February. For this period share the report with each other complete the first 4 sections of the quarterly report covering Operational Overview, Human Resources Overview (COO responsible) Marketing Efforts (CEO responsible) and Partnerships with other firms. The report should be as comprehensive as possible to clearly reflect what has happened in the company the first 4 months of operations. You will probably need to meet with each leader to find out what has been happening during the 1st quarter. This report will be used to help develop the annual (year end report) which will be developed in April and May. Each section will be worth 5 department points.

_____ 5 pts **Evidence 3.1: Operational Overview → Share Doc in Canvas February 1-2**
Chief Operations Officer

_____ 5 pts **Evidence 3.2: Human Resources Overview → Share Doc in Canvas February 1-2**
Chief Operations Officer

_____ 5 pts **Evidence 3.3: Marketing Efforts → Share Doc in Canvas February 1-2**
Chief Executive Officer

_____ 5 pts **Evidence 3.4: Partnerships with other firms → Share Doc in Canvas February 1-2**
Chief Executive Officer