

Chief Officers

Bimonthly Tasks for January Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 17th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on January 24th. No work points will be awarded during this task period.

Task 1: Consultant Meeting:

Responsible: Chief Officers

As a team, both CEO & COO schedule and attend your bimonthly meeting with your consultant (your teacher). At this meeting, we go over questions you might have about the tasks and discuss the things that are happening in the company. Collect all task sheets and place into your task binder

____ 5 pts Evidence: Meet with your coordinator on Monday 1/6 or Tuesday 1/7 Teacher Signature _____

____ 5 pts Evidence: Tasks sheet collected from each department Teacher Signature _____

Task 2: Business Plan Preparation:

Employee Responsible: _____

Review the California State guidelines with your team presentation found in the Trade Show Rubrics under the Regional Business Plan. Finalize your revised presentation that will be used in state business plan competition. Make sure you develop a presentation that covers each of the required areas found in the rubric. The presentation should be bullet points and not a lot of text to read. Convert the presentation to a PowerPoint file and make sure that the fonts and slide layouts are adjusted, as when you bring the file into PowerPoint it often changes the look. In addition, save the presentation in PDF and submit both files to Canvas and your Google Drive and set the slides to view offline. Create the supplementary material packets for the judges (4 pages) that highlight the most important sections of your presentation. Use the Sup Mats template found in the Task Matrix and print 6 copies finished packets. If this can be printed at the print shop in color. It is preferred.

____ 10 pts Evidence 2.2: Business Plan Support Materials (6 copies): Teacher Signature _____

____ 5 pts Evidence 2.1: PowerPoint & PDF - Upload to Canvas and company Google drive

____ 5 pts Evidence 2.2: Business Plan printed: Teacher Signature _____

Task 3: Business Plan Practice:

Responsible: Chief Officers

Use the completed presentation to practice the business plan presentation with your team as much as possible the week before the competition. We will be practicing Tuesday-Friday and the team should plan to practice those days. You will receive 5 points if you get the teacher watching to sign this sheet. In addition, we have a live public presentation on Wednesday and two teams will be selected to present at the Santa Ana Rotary meeting at Original Mikes based on winter practice attendance and preparation. The teams will be released from period 4-6 to attend the event. Meet in the conference room after 3rd period.

____ 5 pts Evidence 3.1: Practice 1 or Rotary Luncheon Presentation.: Teacher Signature _____

____ 5 pts Evidence 3.2: Practice 2 Teacher Signature _____

Task 4: Bakersfield Planning & Preparation:

Chief Operations Officer: _____

Prepare your traveling team for Bakersfield, work with the teacher and VP of Communications to establish rooming assignments (4 per room). Confirm with everyone that they are comfortable with their rooming assignment. Because you will not have the full company attending so you will need to set up work shifts and mix the sales teams. Each salesperson will be selling to earn bonus points for their teams which will be awarded at the end of the semester. Print, post and email the schedule to attendees and teacher. In addition you will need to sign off with communications that their check list is complete and packed on the 14th

____ 5 pts Evidence 1.2: Work Schedule and room list (posted in slack) - Teacher Observation

____ 5 pts Evidence 1.3: Trade Show Checklist completed/packed- COO verified _____

Task 5: Business Plan & Elevator Pitch Competition:

Responsible: Chief Officers

Compete at the state conference on Wednesday, January 15th in the first round of the business plan and elevator pitch competitions.

____ 5 pts Evidence: Compete in Business Plan Competition Bakersfield

____ 5 pts Evidence: Compete in Elevator Competition Bakersfield

Note: if your team makes it beyond round one at the Bakersfield, all team members will get a 10pt bonus for each level they ascend.