

Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. 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: Written Business Plan: (HIGH PRIORITY- Submission by November 25th)

Open the 2019-20 Business Plan Rubric - Written found in the Hub under Competitions & Events and finalize the sections below to make sure they are free of errors, misspellings and grammar issues. Work with your teacher on a cover and page design that represents your company and format the plan into polished finished product. Print the plan and turn it in to your teacher for final review on November 22nd. The plan will be made and the final plan will be submitted by Monday, November 25th at 3pm. Submit a copy of the finished business plan in PDF format in Canvas (20pts)

_____ 2.5pts	Evidence: Finalized Business Rationale and all sub categories	_____ is responsible
_____ 2.5pts	Evidence: Finalize About the Business and all sub categories	_____ is responsible
_____ 2.5pts	Evidence: Finalize External Environment and all sub categories	_____ is responsible
_____ 2.5pts	Evidence: Finalized Marketing Plan and all sub categories	_____ is responsible
_____ 2.5pts	Evidence: Finalized Financial Planning and all sub categories	_____ is responsible
_____ 2.5pts	Evidence: Finalize Executive Summary	_____ is responsible
_____ 2.5pts	Evidence: Appendix: Bank Statement, Business Contract, Amortization Table	_____ is responsible
_____ 2.5pts	Evidence: Plan Design & Organization Chart (get from digital media)	_____ is responsible

Task 2: Business Plan Presentation & Practice: (HIGH PRIORITY - see deadlines below)

Review the rubric for the oral business plan presentation Business Plan Rubric - Oral found in the Hub under Competitions & Events. Using the presentation you developed for Shark Tank, adapt that presentation to meet the requirements of the rubric. The presentation that will be used to practice with during November 25-27 practices and at the business plan competition on December 2nd. 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 practice their parts and are familiar with it. The presentations can be as long as 10 minutes. 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.

You will be scheduling practice for the team over the Thanksgiving break. Make sure every plans ahead to make the practices. The practice will be in the morning from 8-12 am. If team members work, have them do an early morning practice so they can get to their job. You will need to turn this signed sheet in to receive your points.

_____ 5pts	Evidence: Monday 11/25 Practice-Teacher Signature _____
_____ 5pts	Evidence: Tuesday 11/26 Practice- Teacher Signature _____
_____ 5pts	Evidence: Wednesday 11/27 Practice- Teacher Signature _____