

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.

Digital Media Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for this short week. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible. Award weekly work points in the form sent out by HR.

Task 1: Company Photo Organization Chart (HIGH PRIORITY-November 21st deadline)

Finalize the company organization chart and have your teacher review the finished design. Make all suggested adjustments and package the chart when done (see teacher) and upload it to the company Google drive and submit the PDF version to the Business Plan folder .

_____ 5pts Evidence: Company Organization Chart PDF → Canvas November 3-4
Employee responsible for this task

Task 2: Company Product Verification

Meet with the Vice President of Sales, Art and Digital Media, the web master, the catalog designer and your teacher to review the products and make sure that the model numbers, prices and descriptions match up with the website, catalog and wholesale marketplace. Using a Google sheet in the company drive update the names, prices and product numbers so that this file can be used for consistency across all departments as they start placing products into their projects. Read the descriptions and make logical sense and error free.

Make sure all "Buy" buttons function correctly with the VE network bank and that the products have correct descriptions when online purchases are made from the company web site. You can have the seniors train you how to set up the Buy Buttons on your site.

_____ 5 pts Evidence 2.1: Products Finalized-submitted by Vice President of Sales
Vice President of Digital Media

_____ 10 pts Evidence 2.2: All "Buy" button are functioning on website: teacher observation
Employee responsible for this task

Task 3: Video Commercial 2.0:

Begin planning the video commercial for the state conference in January. Review the company archives of video projects from 18-19 national competition. They are found in the Hub under Competitions & Events and the link for found under the Competition Results. Go to the Archive section to find the videos. Write a summary the top 8 teams that received a rating of 4.5 out of 5 and explain why you think they scored so well. In the conclusion, discuss what things you would like to try to incorporate into your commercial for the upcoming state competition. Following the review of the top teams, develop a storyboard plan (found in the Matrix) for the future video project. Review the stock video (Task Matrix) to see if any of this stock footage can be used in your new project. Meet with your teacher and present your summary and the project idea for the next video commercial. You will need to turn this signed sheet in to receive your points.

_____ 5 pts Evidence 3.1: Review and Summary of the top videos → Canvas November 3-4
Employee responsible for this task

_____ 5 pts Evidence 3.2: Project summary and presentation to teacher → teacher signature _____
Employee responsible for this task