

Chief Officers & Administration

Company Name _____

Bimonthly Tasks for November

60 pts - Each department leader needs to show evidence of completion on or before November 22nd. 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 late work will be worth 1/2 credit.

Task 1: Regional Business Team and Presentation: (HIGH PRIORITY- Need by November 15th)

Submitted list of team members by November 15th to Teri Jones the state coordinator. Collect all team member photo releases, copy them and give them to Sandra. Team can have 3-6 members and will need to practice in the mornings over the first few days of Thanksgiving break. November 25-27th Download the Oral Presentation rubric and read over the requirements. The presentation needs to be 8-10 min and ready for practice on November 25th.

5pts Evidence: List of Members & Photo releases (by November 15th) _____ is responsible

10pts Evidence: Business Plan Presentation→ Submit in Canvas _____ is responsible

Task 2: 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 15th. 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: Write and Finalize External Environment and all sub categories _____ is responsible

2.5pts Evidence: Revised and Finalized Marketing Plan and all sub categories _____ is responsible

2.5pts Evidence: Revised and Finalized Financial Planning and all sub categories _____ is responsible

2.5pts Evidence: Write and Finalize Executive Summary _____ is responsible

2.5pts Evidence: Appendix:Bank Statement, Business Contract, Amortization Table _____ is responsible

2.5pts Evidence: Plan Design & Organization Chart (digital media) _____ is responsible

Task 3: Regional Business Plan Practice:

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

5pts Evidence: Monday 11/25 Practice-Teacher Signature _____

5pts Evidence: Tuesday 11/26 Practice- Teacher Signature _____

5pts Evidence: Wednesday 11/27 Practice- Teacher Signature _____

Task 4. Business Plan Judges Materials: (HIGH PRIORITY- Need by November 21st)

Update the judges supplemental materials your company used last year or make them if do not have them.

The materials will be an 4-page booklet that will highlight the important parts of the business plan for the judges. It will be printed at the print shop, by must be completed and ready by November 21st to have it printed and ready for the December 2nd competition. Work with Mr. Gersten for the printing of this. You might require time outside of the school day to complete this.

10pts Evidence: Judges materials to Mr. Gersten: initials received _____