

Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 16th. 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. 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 & Administration

Company Name _____

Task 1: Consultant Meeting:

Both CEO & COO schedule a meeting with your facilitator. At this meeting we go over questions you might have and discuss the things that are happening in the company. This will help you generate your leadership agendas and effectively plan and run your meetings. These meetings should occur at the beginning of the week. Turn this completed task sheet into the teacher

_____ 5pts Week of **November 5** _____ signed Task sheet turned in to teacher
Both Officers

Task 2: All Staff Meeting & Agenda

Schedule the company all staff meeting at the end of the first full week of November. Using your presentation you developed last task period share with the company the important things that are happening. Have each department lead share things from their department Prepare the meeting agenda, last meeting minutes and any presentation materials that are needed.

_____ 5 pts **Evidence: Presentation to all staff and Agenda → Canvas November 1-2**
Officer who is responsible

Task 3: Regional Business Plan Team Selection:

Download the Oral Presentation rubric and read over the requirements. Recruit employees who are good public speakers and want to be apart of the business plan team for the company business plan presentation happening on December 3rd. Assign different parts of the oral plan to the team members and submit the list to Canvas.

_____ 5pts **Evidence: List of Members and their parts of the Business Plan team → Canvas November 1-2**
Officer who is responsible

Task 4: Business Plan: (HIGH PRIORITY- needs to be submitted for competition by November 19th. @ 5pm)

Download the written rubric from the task matrix and finalize the sections below to make sure they are free of errors, misspelling 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 take it to Mr. Elway for final review on November 15th.

_____ 5pts **Evidence: Finalized Executive Summary**
Officer who is responsible

_____ 5pts **Evidence: Write the Business Rationale and all sub categories**
Officer who is responsible

_____ 5pts **Evidence: Revise and Finalize About the Business and all sub categories**
Officer who is responsible

_____ 5pts **Evidence: Revise and Finalize External Environment and all sub categories**
Officer who is responsible

_____ 5pts **Evidence: Revised and Finalized Marketing Plan and all sub categories**
Officer who is responsible

_____ 5pts **Evidence: Revised and Finalized Financial Planning and all sub categories**
Officer who is responsible

_____ 5pts **Evidence: Appendix: Bank Statement, Business Contract, Amortization Table**
Officer who is responsible

_____ 5pts **Evidence: Cover design, Table of Contents, Organization Chart (digital media) & Section formatting**
Officer who is responsible

_____ 5pts **Evidence: Meet with Mr. Elway to go over revisions** _____ signature _____ date
Officer who is responsible

Formatting Requirements

- Business plans cannot exceed 20 pages
- Cover page, table of contents, executive summary, and appendix items consisting of up to 8 additional pages of supporting documents will not count towards the 20-page limit.
- Written plans must be presented in an appropriately readable and sized font and be one-and-one-half or double spaced. Font sizes and types may vary but should approximately align to 12pt Times New Roman font. The suggested page margin is 1" and the minimum acceptable margin is 0.5".
- All required financial statements (Break-Even Analysis, Income Statement, and Balance Sheet) must be included within the 20-page limit.