

Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 15th. 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 will 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: Shark Tank Pitch Deck: (HIGH PRIORITY - Thursday November 7th)

Your final Shark Tank mentor meeting will be Thursday, November 7th. You will need to have your pitch deck ready in Google Slides for the Shark Tank Competition. Get the data from the marketing survey to add to your deck. The finals will be Next week on Wednesday November 13th in the evening. Submit the completed pitch deck to Canvas.

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

Task 3: Business Plan: (HIGH PRIORITY)

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, 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 turn it in to your teacher for final review on November 15th. The plan will be made and the final plan will be submitted the week of November 18th.

_____ 2.5pts **Evidence:** Revise the Business Rationale and all sub categories
Officer who is responsible

_____ 2.5pts **Evidence:** Revise and Finalize About the Business and all sub categories
Officer who is responsible

_____ 10pts **Evidence:** Write 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:** Write and Finalize Executive Summary
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

Business Plan 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. 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.

Task 4: Regional Business Plan Team Selection:

You will be using your Shark Tank Pitch Deck as a foundation for the regional competition. 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 the Monday we return from the break on December 2nd. Assign different parts of the oral plan to the team members and submit the list to Canvas. The names need to be submitted on November 15th to the state. The all team members will need to practice in the mornings over the first few days of Thanksgiving break. November 25-27th

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