

Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 18th. 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.

Chief Officers & Administration Department

Task 1: Company Elevator Pitch (High Priority: Due October 2nd)

Working with sales and Digital Media, finalize the company Elevator pitch and submit it by the deadline on October 2nd. If the company submission make get recognized for a top award, your department will get a bonus for this task.

_____ 10pts Evidence: Supervise the submission of the Elevator Pitch

Task 2: Consultant Meeting:

Both CEO & COO schedule a meeting with your consultant (your class facilitator) early in October. 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 each week. Turn in a copy of this Task Sheet to the teacher at this meeting- Fill in task sheet with your names.

_____ 10pts October week 1 _____ signed (5pts) October week 2 _____ signed (5pts)

Task 3: Incorporation and Company Registration:

The company's main focus over the next couple of weeks is to get our business registered and you will work with Communications to complete this task. For your part, both officers need to spend some time working together through the BR Task 1 found in the Hub - Business Registration. Complete the Action Review: Business Structures and submit it in Canvas. Finally, use the **Incorporation link** found in the **Task Matrix** to work through together the **Incorporation Wizard** found at that link and decide on which type of company you want to become. Using Google Docs, write a short rationale why you chose that business model and share that with your Vice President of Communications so they can complete the company business registration. Turn the rational write up into Canvas. Help make sure the registration is submitted and the company is awarded \$20,000 seed money.

_____ 5pts Evidence 3.1 : Action Review: Business Structures → Canvas October 1-2

Chief Officers

_____ 5pts Evidence 3.2: Company Incorporation Rational → Canvas October 1-2

Chief Officers

_____ 15pts Evidence 3.3: Company Registration Submitted → \$20,000 seed money received

Chief Officers

Task 4: Regional Leadership Training: (October 4th deadline)

Attend the regional leadership at the Concordia University, Irvine on October 11th. You will be bringing a team of your leaders to this event and the dress code is business professional. Make sure everyone has name badges for this event. Complete the Leadership Conference Submission Form found next to your Tasks sheet in Canvas. Turn the printed form into your teacher by Friday, October 4th.

_____ 2.5pts Evidence: Completed Leadership Conference Submission Form: Task Verification Form

Employee Responsible

_____ 2.5pts Evidence: Permission Forms Collected: Teacher Observation

Employee Responsible

Task 5: Company Colors and Uniform:

Working with your digital media and art leaders review the company colors exercise together and develop a plan for company colors to be used for company branding and design concepts. Present your recommendation to your leadership team with a slide presentation showing color scheme. As an administration team complete the Company Inform exercise and select the choice for the company uniform and present that along with the company color recommendation and sizes of all employees.

_____ 5pts Evidence: Company Color Exercise Completed and attached

Employee Responsible

_____ 5pts Evidence: Company Uniform Exercise Completed and attached

Employee Responsible

Task 6: Leadership Meetings - Company Leadership Decisions:

This period will be require a lot of decisions to be made by the leadership team. As a team you will be finalizing the company name, salaries, the company logo, the company uniforms and products the company will be offering. Develop agendas for each meeting and check in with your department leaders if they need to have things they need to present at the meetings and add those items to the agenda. Distribute agendas no later that 1 day before the meeting to all leaders and let them know they should be ready to share out about what work is happening in their department. Submit the agenda for each meeting in Canvas.

_____ 5pts Evidence: Agenda Leadership Meeting 1 → Canvas October 1-2

_____ 5pts Evidence: Agenda Leadership Meeting 2 → Canvas October 1-2