

Bimonthly Tasks for October: Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before October 11th. 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.

Sales Department

Task 1: Department & Leadership Meeting:

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks and fill in task sheet with names. Turn in a copy of this Task Sheet for your department to the CEO and teacher as soon as possible. In addition you will be presenting the list of initial products or services that the company will be offering as it begins sales. You will need to get approval from your leadership team of you proposed Product List.

Vice President of Sales

5pts

Evidence: Complete and turn into CEO & Teacher/Products presented

Vice President of Sales

5pts

Evidence: Finalize Product Lines and approved in vote by leadership team

Task 2: Elevator Pitch Competition: (HIGH PRIORITY October 3rd deadline)

The submission of this will be top priority for your department and digital media in the first 3 days of the month. Using the pitches recorded last task period, upload them to the Competitions Manager. Meet with your teacher to get guidance on how to upload the files. Download the sales department pitches from Flipgrid and any other people you feel have a good chance of placing in the competition and submit them for the competition. If any of the submission make get recognized for a top award, your department will get a bonus for this task.

Name of who is responsible

10pts

Evidence: Elevator Pitch Entries submitted for nationals

Task 3: Pricing Strategy:

Review the Pricing Strategy from the VEI Task Matrix. Determine the pricing strategy that the company will use in selling their products. Write up a paragraph defining the company pricing strategy and why you decided on this strategy. Send a copy to the Marketing department to use for the marketing plan and a copy to the CEO to use in the business plan.

Vice President of Sales

5pts

Evidence: Pricing Strategy Write Up → Canvas

Task 4: Product Number System.

Using the product list that was approved in task 1, develop a product number system that will be use by the company. Review **Product Numbering** from the **VEI Task Matrix** under **Sales** and develop a logical product number system for the company products that has the ability to expand to more products if needed. Assign each category and individual product or service with a unique product number. Turn in the updated product list for credit for task Task 4:

Name of who is responsible

5pts

Evidence: Completed Product List → Canvas October 1-2

Task 5: Product Research:

From the list generated in last task sheet, you will be gathering the details about the products you will be selling which should include; product description, color, cost, price, product number, features, etc. Assign team members to research the products of each category and write up the product descriptions. Use the **Product Profile** file found in the **Task Matrix** to gather detailed information about each product and submit the finished product sheets in Canvas. See the examples in the first two tabs so you know what is expected in this task. The Vice president should check for accuracy and enough detail in the associate profiles to make sure the information is ready to be sent to digital media for the website and art department for the catalog.

All Associates

20pts

Evidence: Completed Product details → Canvas October 1-2

Task 6: Out of Network Business Contract:

The Vice President of Sales will be lead on this task and responsible for completing the company business contract. You will be working with the Chief Financial Officer to establish the company business contract and this should be top priority for the 2nd week of October to try to get this submitted at the end of the 3 week. It is essential to gain funding to meet payroll on November 1st, when employees get their first paychecks. Review the Business Contract information from the **VEI portal-Accounting & Finance-Reference files** and download the Out-of-Network Business Contract Information and the Out-of-Network Business Contract worksheet. Complete the worksheet. See your coordinator and senior mentors to help you through this process. We will be setting a business contract with the VEI Office in mid-October.

Vice President of Sales

10pts

Evidence: Out of Network Business Contract worksheet → Canvas October 1-2