

Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 2nd. 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

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 each week. Each meeting will be Task 2:5pts each.

_____ 5pts Week of **October 22** _____ signed Week of **October 28** _____ signed

Both Officers

Task 2: Leadership Meeting - Company Leadership Decisions:

Each week you will hold a leadership meeting, having each department report out on their progress and working on the following tasks. At the leadership meeting departments are expected bring their completed department task sheet to turn in and to be ready to present what their department is working on. There are some items that need discussion and a leadership vote so that they can be completed by the end of the month.

_____ 5pts **Evidence: Collection of Department Task Sheets → Task Binder for October 3-4 (show facilitator)**

Both Officers

_____ 2.5pts **Evidence: Leadership Meeting Agendas → Canvas October 3-4**

Both Officers

_____ 2.5pts **Evidence: Final Logo Presentation (Art department) & approved in vote by leadership team**

Both Officers

_____ 2.5pts **Evidence: Final Home Page Design (Digital Media) & approved in vote by leadership team**

Both Officers

Task 3: Business Plan: About the Business & External Environment

Open the company Google drive and create a folder for Business Plan. In that folder start a new Google doc and title it **Business Plan**. Open the 2018-19 Written Business Plan Support Guide found under business plan in the VEI Portal Review the business plan written sequence and your plan should follow this sequence. In your doc file, create the section headings for each of the areas of the plan. Share the file with each other, and your the Vice Presidents of Marketing and Accounting so that they can contribute to the marketing and financial sections of the plan. When finished, share the Google doc with your teacher in Canvas as evidence that you completed your tasks. Divide the tasks up as you would like.

_____ 10pts **Evidence: Executive Summary Shared with teacher in → Canvas October 3-4**

Both Officers

_____ 10pts **Evidence: Business Rationale → Shared with teacher in → Canvas October 3-4**

Both Officers

_____ 10pts **Evidence: About the Business → Shared with teacher in → Canvas October 3-4**

Both Officers

Task 4: Business Model Canvas:

In the Task Matrix find the Canvas Video and watch it. Following the video, look at the Canvas 101 file to get a better in depth understanding of the Business Model Canvas. Get a business model canvas from your facilitator and some post-it notes to complete your company Business Model Canvas.

_____ 10pts **Evidence: Business Model Canvas Completed and presented to your facilitator**

Responsibility of Chief Officers

Task 5: November All Staff Meeting

At the beginning of the each month you will have an all company staff meeting. In this meeting you will share progress of the company and highlight department contributions to the process. You will develop a Google slides presentation and present this to the everyone. You are encouraged to share the presentation responsibilities with the other leaders so they each have small parts to present representing their departments at the meeting. This presentation will occur on the next task sheet

_____ 5pts **Evidence: November Staff meeting presentation Canvas → October 3-4**

Both Officers