Sales Department

Bimonthly Tasks for Weeks 1-3

90 pts - Each department leader needs to show evidence of completion on or before August 31st. 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. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1. **Sales Department Roles & Responsibilities:**
Once your department has been selected, you will meet as a department (include your CEO) and assign all tasks for the next 2 weeks. Print the **SALES ROLES** task guide from the VE Task Matrix web page. Review the roles and decide who is responsible for each area for the year. Each role will have different responsibilities in the sales department. Many of these roles will not start until the company begins doing business in December so those who have less work can work on special projects. In addition you will be assigning team members to work on the tasks below.
5pts Evidence: List of Sales Department Roles: Responsibility: Vice President of Sales

Task 2. Review & Update Product line
Print your product list from last year and meet with the Art and Digital Media department leaders and discuss any if any products will be added, removed or adjusted from the existing product line the company sells. Update the product line list, complete with wholesale costs , product numbers and retail pricing. Print the final list for both art and digital media departs so that they can work on product descriptions for the catalog and website. Archive the final product list by uploading it to the company Google drive and add any new products to the wholesale marketplace offerings.
10pts Evidence: Updated Product List: Responsibility: Vice President of Sales

Task 3. Analyzing the Marketing mix
Log into the portal and go to Sales/Marketing and open TASK 4: ANALYZING ELEMENTS OF THE MARKETING MIX: PRODUCT, PRICE, POSITION, PROMOTION AND PLACEMENT. Meet as a team with the marketing department to complete the **Marketing Mix** and **Pricing Strategy.** Create an updated Marketing Mix strategy report which will be used in the to be used in the marketing and business plans.
15pts Evidence: Marketing Mix Report: Responsibility: All Team Members

Task 4. Review & Update Product Inventory
Review the product the **year end product inventory report** that was created last year. Compare the inventory logs to the sales numbers of the products that were sold last year and make sure that those numbers match. If you sold more products than you purchased, you will need to purchase those products in the wholesale marketplace to cover you sales numbers. If you place a new order in the marketplace, print that order and carry it to accounting so they can pay for the order. If you If you sold less products than you purchased the remaining unsold products are what you have left in inventory. Update your company inventory log so you know exactly how many products you have in inventory.
10pts Evidence: Updated Product Inventory Log: Responsibility: Inventory Associate

Task 5. Accounting/Sales Flowchart:
Meet with the Accounting Department in the conference room and review the **Accounting Department Workflow** found in the portal under accounting reference files; General Resources. Project the workflow and go over this with everyone. Review each slide and make sure everyone understands how the flow works. After completing the **Accounting Department Workflow** review the workflow that you did last year and review and revise the flow to update for the new department team members. If your company does not have a detail flow chart you will need to make that. You can see examples for flow charts in the company digitals files from previous companies.
10 pts Evidence: Completed Company Sales-Accounting flowchart: Responsibility: All Team Members

Task 5. Business Contract:
Review the business contract from last year. The contract will equal gross salaries of all employees plus company payroll deduction match plus the cost of goods times .75 (contract total = gross salary + payroll taxes + cost of goods *.75) Print and review the Business Contract information from the VEI portal-Accounting-Reference files and follow the guidelines in the Out-of-Network Business Contract Worksheet in the Accounting Reference area. Update your contract to reflect the new salaries and any adjustment in the number of employees. When completed, you will be establishing a business contract with the VEI Office.
20pts Evidence: Updated Bus Contract Application complete: Responsibility: Vice President of Sales
10pts Evidence: Business Contract Submitted and Funded: Responsibility: Vice President of Sales

Task 6. Projected Sales Goals for the Year
As a team, look at your sales by month that you created at the end of last year. Make a projection on what your sales goals are for the company for the coming year. Download the **BP Income Statement** from the VE Task Matrix found under accounting and click the BP Income statement tab. Complete the top sections where you will be projecting the Business to Business sales, trade show sales, internet sales and cost of goods for the months September this year through April of next year. In addition, click the next tab and complete the 3 year projections for income from sales. In column B input your actual numbers from last year and in column C the projects from the previous tab and column D the projected sales for the company for next year.
10pts Evidence: Sales section of the BP Income Statement: Responsibility: All Team Members