

# Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. 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 department members will receive points based on their completion of their required tasks

## Sales Department

Company \_\_\_\_\_

### Task 1.0: April Sales Report:

Complete the report for April. This will be the last sales report for the year. Use the Sales report template found in the VE Task matrix and complete the report to reflect all sales occurring during the month of April. Include all business contract, online and walk up sales. Include the total sales tax collected, commissions awarded and shipping cost collected in the report.

\_\_\_\_\_  
Employee responsible for this task

10pts      **Evidence: Monthly Sales report for April → Canvas Final**

### Task 2.0: Year End Product Inventory Report:

Looking back from the beginning of the year, you need to create a full report on the number of products we purchased and sold. Break down the report so that we know how many of each product the company offers was purchased and sold.

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Vice President of Marketing

10pts      **Evidence: Department Highlights PDF → Canvas Final**

### Task 3.0: Company Annual Report : Financial Highlights

Go to the VEI website and open the portal. Under Annual report tab on the left and review the rubric in sections 3: **Financial Highlights**. Use the Sales report template to create a year end report. In addition add the following charts that shows in detail the following items:

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Employee responsible for this task

5pts      **Evidence 3.1: Year End Sales Report → Canvas Final**

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Employee responsible for this task

5pts      **Evidence 3.2: Yearly sales (live/walk up, online, Business Contract sales (pie chart)**

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Employee responsible for this task

5pts      **Evidence 3.3: Sales By Month (column chart)**

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Employee responsible for this task

5pts      **Evidence 3.4: Sales by Product (pie chart)**

If you are unsure how to design these in Excel , see your coordinator for help. Each report will require the sales data from the year of sales.

### Task 4.0: Company Annual Report : Management Discussion and Analysis

Go to the VEI website and open the portal. Under Annual report tab on the left and review the rubric in sections: 7 and 5: **Management Discussion and Analysis & Corporate Message**. In these sections of the annual report you will cover the following areas and with a title followed by the information; Use your Business plan and marketing plan to reflect on the following areas. See CFO for the projected financial for the year.

- **Corporate Website Internet Sales Plan:** Did your website increase sales? Include a graph showing what actually happened month-to-month versus what you planned and why was it different. Include a graph.
- **Strategic Direction:** Discuss plans for future growth such as new products, etc.
- **Product/Service:** Included an updated product list. What is the company selling and what is the product (or key products) including product features that will satisfy customer needs?
- **Revenue and Profitability:** Describe by product category what we earned from that category

Create a google doc and have your team work on different sections of the report. When all sections are complete, share the with your CEO so it can be added to the annual report.

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Employee responsible for this task

10pts      **Evidence: Management Discussion PDF → Canvas Final**

### Task 5.0: Sales Team Final Sales Report

Record the final sales team numbers for the year and submit a report on sales teams, their members and how many sales each finished with. These numbers will be used as percentage bonuses for final grades.

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Employee responsible for this task

5 pts      **Evidence: Sales Team Report → Canvas Final**

### Task 6.0: Department Archive Files

Upload all department files to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: All sales reports, Inventory, order form master, Invoice and Invoice letter.

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Employee responsible for this task

5 pts      **Evidence: All department files saved to Google drive → Teacher Observation**