

Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 28th. 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

1. Hiring Process & Department Placement:

You will be holding interviews to fill positions for your department team. Coordinate with the Vice President of Human Resources when you would like to schedule the interviews. During this process you will record your applicants in sequential order based on preference of hire. Following all the interviews the leadership team will meet and place employees.

Vice President of Sales

10pts **Evidence: Interviews Completed.**

2. Sales Department Meeting 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. In the meeting, assign team members to tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the CEO and your teacher as soon as possible- Fill in task sheet with names and who is responsible for each task.

Vice President of Sales

5pts **Evidence: List of Sales Department Roles → Canvas September 3-4**

3. Developing a Products Line: (Sales & Marketing)

Meet as a department and download the **Product List** (found under Sales) from the **VEI Task Matrix**. Using this file, create a list of product lines or categories that you think should be sold by the company and then list what products will be included in those categories. Schedule a meeting that includes Marketing & Art departments, chief officers and your teacher. Have each group share out their lists (including your department) and compile a spreadsheet list of all products or services the departments have come up with. Facilitate the discussion to decide on the categories of products or product lines that will be sold by the company and what products will be offer under each category. Finalize the list in the meeting and share the final list with all team members.

All team Members

10pts **Evidence: Finalized Product List → Canvas September 3-4**

4. Identifying Your Target Market. (Part 1)

Open the task 3 from the VEI portal under Sales and Marketing. Meet with the Marketing team to develop a questions that would be important to ask customers about what you company is selling. Once you have the list of questions, Marketing will create and conduct a Google forms Survey to be sent out to various sources to gather information about the purchasing practices of other companies and people. Through the results of this survey you will identify your target market.

Name of who is responsible

10pts **Evidence: List of Questions (Marketing) → Canvas September 3-4**

5. Elevator Pitch Competition:

You will be working with the Chief officers and Digital Media to create a 60 second elevator pitch about our company. Your team will write a company elevator pitch and each team member in the Sales department will do a 60 second elevator pitch using that script. You can review the top pitches from last year on the VEI website. Use the elevator Pitch guide found the VEI Task Matrix to help you plan the parts of your pitch script. Digital Media will be recording your pitches and will help you uploading the videos to Flipgrid and all pitches will be submitted for the National Elevator Pitch competition in October.

Name of who is responsible

5pts **Evidence: Written Sales Pitch Script → Canvas September 3-4**

All team Members

10pts **Evidence: Team Pitches → Flipgrid**

6. Business Contract:

Print and review the Business Contract information from the VEI portal-Sales & Marketing-Reference files and follow the guidelines in the Out-of-Network Business Contract Information in the Accounting Reference area. Review the documents with your senior mentor to help you understand this process. You will be setting up a business contract with the VEI Office in October

Vice President of Sales

5pts **Evidence: Senior Mentor Signature _____ Date of Meeting _____**