

Sales Department

Bimonthly Tasks for October 3-4

60 pts - Each department leader needs to show evidence of completion on or before November 2nd. 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

Task 1: Department & Leadership Meeting:

Assigned to Vice President

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks. Fill in task sheet with names. Turn in a copy to the Chief Officers and teacher as soon as possible.

5pts Evidence: Complete and turn into the Chief Officers & Teacher

Task 2. Business Plan Department Sections

Assigned to Vice President

You will be reading and reviewing the Sales Projection sections of business plans of the eight national finalist teams. The plans are available on-line or in a printed format (see Mr Elway for printed version). You will be focusing on the Sales projects. After you read and reviewed the Sales Projections of the business plans. Open the **2019-20 Written Business Plan Rubric** found in the HUB → Competition and Events → Competition Rubrics → 2019-20 Business Plan Rubric - Written. The chief officers show have shared Google doc with you. Obtain the Action Plan from your teacher for the business plan. This is a checklist for the business plan. Update and revise the original business plan Sales Projections.

10pts Evidence 2.1: Sales Projections → Canvas Oct 3-4

Task 3: Point of Sale System Training:

Assigned to _____

Present the POS training presentation to train each of your company sales teams. During the training, have them practice simulating how to use the POS system so that at the trade shows they can process orders. In addition, train each sales team in your company on how they can activate and use their POS debit card at the trade shows. In addition, design the “thermometer charts” from 0-100 sales for each of the sales teams to record their sales at Fountain Valley.

10pts Evidence 3.1: POS Training Presentation to Sales Teams: Teacher Observation

5pts Evidence 3.2: Team Thermometer charts: → Task Verification Form

Task 4: Product Training Program:

Based on the product presentations program that you have been developing. Prepare for your first presentation on Monday October 26th. As a department, present your short product presentation using Google slides, talking about the product, the price, and what features you want the employees to know about the product. Following the presentation have them take a short quiz testing their knowledge. A color product sheet should be added to the company bulletin board as the Weekly Featured Product. Develop the November 4th presentation that will cover the promotional offering that will be featured at Fountain Valley.

10pts Evidence 4.1: Product Presentation on October 26th

Assigned to _____

5pts Evidence 4.2: Prepare for the November 4th presentation

Assigned to _____

Task 5: Junior Company Mentorship:

Multiple times each week, check in with junior Vice President of Sales to see how they are doing with their tasks and answer any questions they have concerning their October 2-4 series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts Evidence 5.1: Signed by junior Vice President _____ October week 1

5pts Evidence 5.2: Signed by junior Vice President _____ October week 2

Task 6: Fountain valley Exhibition Preparation:

Assigned to _____

Recruit someone from the company to act as the company representative for the company introduction and elevator pitch at the Fountain Valley Exhibition. This person will introduce the company and deliver a 60 second pitch to the attendees at the event. Let your teacher know who will be presenting. In addition, create a work schedule for shifts for teams to work the table during the exhibition.

10pts Evidence 6.1: Presentation of Pitch: Verified with teacher, teacher initials _____

5pts Evidence 6.2: Work Schedule → Canvas Oct 3-4