

Chief Officers & Administration Department

Bimonthly Tasks for October 3-4

60 pts - Each department leader needs to show evidence of completion on or before November 1st. 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. Complete the weekly work point evaluations each Friday for your leadership team.

Task 1: General Officer Tasks:

Assigned to Both Chief Officers

Collect copies of department tasks sheets and add them to the Company binder. Complete weekly work point evaluations each Friday which have been sent to you by Human Resources. And meet with your teacher to go over what is happening in the company and discuss upcoming events. Complete the company registration found in HUB.

2.5pts Evidence 1.1: Collection of Department task sheets:

2.5pts Evidence 1.2: Meeting with teacher: teacher initials _____ **Date** _____

5pts Evidence 1.3: Complete Company Registration: Sandra's initials _____ **Date** _____

Task 2. Business Plan Review:

You will be reading and reviewing the 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). After you read and reviewed the business plans, you will write a comment log that highlights your take-aways from that plan that you would like to include in your written plan. This plan will be worth 20% of your final score in the state business plan competition. Combine the comment logs into one collaborative Business Plan Review report. Submit the logs and report as PDF in Canvas.

5 pts Evidence 2.1: CEO Comment Log

5 pts Evidence 2.2: COO Comment Log

10pts Evidence 2.3: Business Plan Review Report

Task 3. Business Plan Written Rubric 2018-19 :

Obtain the Plan of Action for the Business plan preparation from your teacher for the business plan. This is a checklist for the business plan. Open the **2019-20 Written Business Plan Rubric** found in the HUB → Competition and Events → Competition Rubrics → 2019-20 Business Plan Rubric - Written. Review the updated business plan written sequence and make sure your plan is following this sequence. Update all changes and any additions from your ideas in Task 1 in your Google doc version of the plan. When finished, share the Google doc with your teacher in Canvas as evidence that you completed your tasks.

5pts Evidence 3.1: Business Rationale: teacher initials _____

5pts Evidence 3.2: About the Business: teacher initials _____

Task 4. Business Plan Department Sections :

Gather the department related sections for the business plan detailed in the **2019-20 Written Business Plan Rubric** used in Task 2. Make sure each department is sharing their section with you as you will be copying their work to your final plan. Read a rewrite the department work so that it has the same "voice" as the sections you wrote. Once that section is up to your standards, sign their task sheet as verification that it was completed. If department work is too short or incomplete add information as you see fit.

2.5pts Evidence 4.1: External Environment: (from Marketing Department)

2.5pts Evidence 4.2: Marketing Plan: (from Marketing Department)

2.5pts Evidence 4.3: Financial Planning (from Accounting / Sales Department)

2.5pts Evidence 4.4: Appendix (Amortization table: Accounting, Business Contract: Sales)

Task 5. Final Draft of Business Plan:

Assigned to _____

After everything has been added you will finish up with the executive summary. When that is finished, merge your Google Doc business plan with your InDesign template. Format the Business plan so that it is competition ready. Print a black and white version of the final draft of the company business plan and submit it to your teacher with a Task Verification form.

5pts Evidence 5.1: Executive Summary: teacher initials _____

5pts Evidence 5.2: Printed Final Draft of Business Plan → Task Verification Form