

Digital Media Department

Company _____

Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before October 25th. 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: Department & Leadership Meeting:

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. Complete the weekly work performance evaluation for your associates sent to you by your HR department.

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

Task 2. Junior Company Mentorship:

Assigned to all team members

Multiple times each week, check in with junior Vice President of Digital Media 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: Signed by junior Vice President _____ October week 1

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

Task 3. Web Peer Review

Assigned to all team members

In this task you will be looking at your sister senior company's website. Do an in-depth review of their website and write a response to the things you see that you like, areas that are problems and issues and things you would add or change. Have each team member write a full one page detailed response (single spaced) and email it to the company. Submit your individual responses to Canvas

15pts Evidence: Emailed Response sent to the sister company.

Task 4. Website Video Tips

Assigned to all team members

Have all team members who are working on the website take time to view the two digital media video found in the Video Resource Library on Mr. Gerstens website. Schedule the conference room and watch **DESIGNING YOUR E-COMMERCE WEBSITE** and **MISTAKES E-COMMERCE WEBSITE MAKE**. Open a Google docs and as a team write a short response of what you learned from the video and what changes you will be making to your company website based on the video tips and make those changes to your website

5pts Evidence: Team Responses from video.

Task 5. Company Website: Spanish Version

Assigned to: _____

Assign a Spanish speaking team member to be the lead webmaster for the new Spanish version of your company website. Duplicate the current website in WIX and using the duplicate create a Spanish language version of the website. This Spanish version needs to be an exact copy of English site with exception everything needs to be in Spanish. Send an email to the academy email address so Sandra can review the site and give you corrections, Make those corrections and have her sign off that it has been reviewed and cleared for public view. Once the website has been evaluated and checked and a link button in the navigation bar of your company website to access the Spanish version of the site.

20pts Evidence: Submit a URL link to the Spanish version to chsebusinessacademy@gmail.com

5pts Evidence: Spanish Review of Website : Sandra's Signature _____