

Digital Media Department

Bimonthly Tasks for September

DM Task 1: Department Meeting and Assigning Tasks - 5pts

Responsibility: All Team Members

Meet as a department and go over the tasks found in Trello for the September task period. Divide up the work by adding members to the tasks card so everyone knows who will be responsible for that task over the task period. Everyone in the department can earn 50 points for this series of tasks and everyone will receive the same task points based on the number of tasks completed by the team. Each task needs evidence of completion which is found at the bottom of the task instructions. All tasks are due on or before October 5th unless noted in the task. Tasks completed early can be turned in and verified at any time. It is the responsibility of the department leader to make sure that all tasks are done. When all tasks have been assigned, move the card to Working ON. When any task has been completed, the leader should move it to the Chairman of the Board (your teacher) for final verification and awarding of points.

5pts Evidence: Tasks Assigned → Teacher Observation

DM Task 2: Hiring Process & Department Placement - 5pts

Responsibility: Vice President of Art

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 the preference of hiring. Following all the interviews the leadership team will meet and place employees. The company roster will be submitted by the VP of HR.

[Curriculum / Human Resources / Human Resources Task 1 Interview and Place Job Applicants](#)

5pts Evidence: Interviews completed team selected → Submitted by Vice President of HR

DM Task 3. Photo & Video Consent form - 5pts

Responsibility: Any Team Members

Obtain the Photo & Video consent form from the link below and print a copy. Make copies of the form on the copy machine so that you have enough for each employee in the company. Pass out the forms and have each employee get consent and collect the forms. When all have been collected submit the Task Verification form with the completed consent form attached.

5pts Evidence: Completed consent forms → Submitted to the Teacher

Photo Release Form:

https://docs.google.com/document/d/1eGEari7C2MKtEOP_7dGhKx4swFcBRAoDmZ2dYq_a_Pw/copy

DM Task 4. Company Photos - 10pts

Responsibility: Any Team Members

Work with your teacher and chief Officers to schedule a day to have everyone dress up for a professional company picture and individual employee pictures that can be used throughout the year. Once the company gets its Google account all pictures will be uploaded to that account.

10 pts Evidence: Company Photo Day → Teacher Observation

DM Task 5. Company Site Map - 25pts

Responsibility: All Team Members

Download the Site Map Research file for the link below. Share the file with the department team members. Each team member will need to visit 3 different business websites that are similar to what your company is selling. Record your finding from each site on the shared Site Map Research doc. Once everyone has finished, meet as a group and review the findings. Discuss and list the pages that you think should be included on the company website. Take those pages and develop a plan for your future company website by creating a site map diagram using Google slides. Download and use the link provided below for the Site Map Design and create a visual design of how you plan to design your company website.

10 pts Evidence: Site Map Research → Attached or Linked to the Trello Card

15 pts Evidence: Site Map Design → Attached or Linked to the Trello Card

[Curriculum / Marketing / Marketing Task 10 Develop a Website](#)

Site Map Research

<https://docs.google.com/document/d/13SXb4Ze7u1lpOKIJBifMoRwV7c2YLbmMbc0A5MJFLys/copy>

Site Map Design

<https://docs.google.com/presentation/d/1OTi3cAyVDRsJxPZVofBdy2XB9c7scr3Grk3uQY1QjJc/copy>