

Sales Department

Bimonthly Tasks for September

SD 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

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

Responsibility: Vice President of Marketing

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

SD Task 3: Sales Department Roles & Responsibilities - 5pts

Responsibility: All Team Members

Download a copy of the **SALES ROLES** worksheet from the link at the bottom. 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 opens for business later in the fall so those who have less work can work on special projects.

10pts Evidence: List of Sales Department Roles → Attached or Linked to the Trello Card

Sales Roles

https://docs.google.com/document/d/1axvtrSw-bvQrEd_gUB-p_o8hihVuVcBmqil-kNkqK2A/copy

SD Task 4. Leadership Conference - 10pts

Responsibility of Vice President of Sales

When Completed: Move to Chairman of the Board

The department leader should be attending the student training/leadership conference in your region. Make sure that you get your name badge from the COO on the bus and that you are wearing a mask, dressed for success, and bring your laptop to the event. Complete the permission form and submit it to your teacher. Submit a 1-page 3-paragraph summary of what sessions you attended, things you learned from the conference, and what things you were hoping to have learned but did not.

10pts Evidence: Conference Summary → Attach or link to the Trello card

SD Task 4: Company Product Categories-15pts

Responsibility: All Team Members

As a department, you will be creating a list of categories (things regarded as having particular shared characteristics ex. casual shoes, sunglasses, or desserts) and later you will fill the products (an article or substance that is manufactured or refined for sale - ex. Vans ComfyCush Old Skool, Ray-Ban Wayfarer sunglasses, Cheesecake Factory Cheesecake) you think the company should sell in each category. (1) Download a copy of the ProductCategory file (link found at the bottom) and share the file with the department team. Have each member of the department search the internet for companies that sell products similar to what you will be selling. Record the categories of products you think the company should be offering on its website. [see the Category Example tab at the bottom so you know what is expected]. (2) Meet as a department and talk about the suggestions to make sure everyone is in agreement with the suggestions. (3) Schedule a meeting that includes the Marketing departments (which are also working on this task), chief officers, and your teacher to review the suggestions. As a group, decide on the categories the company will offer and the products that will be sold by the company.

5pts Evidence: Department Product Category File → Attached or Linked to the Trello Card

10pts Evidence: Final Product Categories → Submitted by the VP of Sales

Curriculum / Marketing / Marketing Task 1 [Write a Product/Service Description](#)

Product Category

<https://docs.google.com/spreadsheets/d/1zl4XflzRN5lmxnxIVTjZvufySWpJ4HaQOAwF6C-GXj8/copy>

SD Task 5: Company Product Line - 10pts

Responsibility: Any Team Member

After the product categories have been finalized in Task 3, download a copy of the Product Line file (link found at the bottom) and transfer the finalized product main categories and subcategories that were approved to this Productline file. In the next task period, your department will be researching the internet to begin adding actual product suggestions that the company will be selling.

10pts Evidence: Product Line File → Attached or Linked to the Trello Card

Product Lines

<https://docs.google.com/spreadsheets/d/1IRCmhat1WdOk484K--vesclo7V353cd4D1EFQox01Q4/copy>