

# Construction Company CEO

You are responsible for the smooth operation of this business that serves other business customers. The building project that you and your team complete today in your business has been ordered by Junior Achievement. Building quality products in a timely manner is essential to your business success. It is your job to make sure all employees are familiar with their responsibilities and are focused on their tasks, and to assist your employees as needed.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #20**. A teacher will be at the cart if you need assistance. Log into to the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

## 2. Business Cost Sheet

You should have your **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

## 3. Place Order



- a. Hold your iPad horizontally.
- b. Select the **Place Order** tab along the left side in the JA BizTown simulation.
- c. Review the order and tap **PLACE ORDER** at the bottom of the screen.
- d. Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies. The bill goes to your CFO electronically.
- e. When your start-up supplies arrive, sign the inventory sheet and keep it in your business.

## 4. Construction Manager Meeting

With your Architect, call a meeting of your Construction Manager to discuss today's projects.

- a. Talk about the projects your company will be completing today:
  - 1) A door and window replacement project
  - 2) Disassembly of an **old** park bench in the Town Square.
  - 3) Assembly of the **NEW** park bench.
  - 4) A *JA BizTown* item to replenish the inventory for Junior Achievement.
- b. Make sure your employees realize that the products your business produces today will not be sold directly to customers.
- c. Remind your team that safety is an important goal for today's projects. With your volunteer, go over the safety rules for today's projects, hanging on the wall.

## 5. Sign Payroll Checks

Sign all payroll checks, after the CFO has printed them.

## 6. Construction Permit Application

Complete the Construction Permit Application that is located in your start-up supply container.

## 7. After the Pledge of Allegiance

- a. Take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.
- b. Take your completed **Construction Permit Application** for the park bench (green or brown) to City Hall. At City Hall, meet with the Mayor and District Attorney to get your construction permit approved. Place the signed permit on your bulletin board.
- c. The Architect and Construction Manager(s) will do the **Door and Window Project**. Review the Door and Window form with them.
- d. The Project Designer should review the Proposal and Bid Estimate forms and materials they will be working with today.

## 8. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment** forms to a Bank employee when they come to collect them. These are in your BizPrep envelope.

## 9. Prepare Speech



Practice your CEO Speech. This is located in the red **PDF Expert** app on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

## 10. Red Lunch Break

- a. The Construction Managers will set up the construction site in the town square.
- a. Disassemble the park bench located in front of the Construction Company and GameTown.
- b. Take the disassembled bench to Distribution & Delivery.
- c. Collect the new bench from Distribution & Delivery and assemble it in the same spot in front of the Construction Company and GameTown.
- a. The Architect will be designing a room on the 3D Home Design app on their iPad.
- b. The Project Designer will begin meeting with CEOs to do the Remodeling Project. All the materials are in the Construction Company.

## 11. Rental Agreement

Sign the **Rental Agreement** when the Property Manager brings it to your business.

## 12. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your **Philanthropy Pledge Sheet** when they ask for it. Encourage your employees to contribute. The Non-Profit Director will return later in the day to collect the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

## 13. Meeting with Non-Profit Director

Your business relies on grant money to pay off your loan. Your grant is given as a result of working hard as a team and completing your product for the day. Make sure your employees are aware of this. Your CFO will be applying for a grant. **The Non-Profit Director from City Hall will be meeting with you today to discuss if your business is making progress towards your goals for the day.** Make time to meet with the Non-Profit Director when they visit your business.

## 14. Case #3 Envelope

Give the District Attorney Case #3 Clue Envelope (on your desk) when they come to collect it.

## 15. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad.** Take your iPad and give it to the teacher stationed at the iPad carts.

## 16. Clean Up

Assist with business clean up at the end of the day.