



MEETING FOUR: CREATE A STRUCTURE

TASK LIST: SUPPLY CHAIN

THE FOLLOWING TASKS WILL NEED TO BE COMPLETED BY YOUR TEAM IN ORDER COMPLETE THE **BUSINESS SNAPSHOT** AND LAUNCH YOUR BUSINESS.

Tasks

1. Select a leader for your Business Team.
2. Research the steps in a supply chain.
3. Brainstorm Sourcing.
4. Establish the Production Process.
5. Determine Distribution.
6. Create an Inventory Control System.
7. Optional: Discuss the JA Competition.

Instructions

1. Information from the tasks highlighted in blue should be included and updated on the Company's **Business Snapshot**.
2. Download and use separate documents and workbooks as noted in individual tasks.
3. As necessary, add Topics in the blank tables at the end of the chart.

WHAT TO RECORD IN EACH COLUMN OF A TOPIC TABLE:

TASK	LEADER	DEADLINE	RESULTS	STATUS
<i>Actions related to the topic</i>	<i>Who is primarily in charge?</i>	<i>Date for completion</i>	<i>Was a decision made? Next steps? Other results?</i>	<i>Complete? Pending? Research? Other?</i>



Topics

SUPPLY CHAIN TEAM LEADER

TASK	LEADER	DEADLINE	RESULTS	STATUS
Select a primary leader for your Business Team. This person will be in charge of organizing and leading sub-meetings for this Business Team, keeping track of progress on all assigned tasks for this portion of the Business Snapshot, and keeping the Business Snapshot up-to-date for the whole Company to review.				

SUPPLY CHAIN

TASK	LEADER	DEADLINE	RESULTS	STATUS
Research the basic steps in the supply chain of a product or service similar to yours, from sourcing your supplies, through production of your product, through distribution, including shipping or transportation and storage at each step along the way. For more information, view the Topic: Supply Chain, found on the main program menu.				



SOURCING

ALTHOUGH YOUR TEAM WILL HAVE TO WORK WITH THE LEADERSHIP TEAM TO HELP CAPITALIZE BEFORE YOU CAN PURCHASE THE RESOURCES YOU'LL NEED AND WORK WITH THE FINANCE TEAM TO KNOW HOW MUCH MONEY YOU'LL HAVE, THOSE TWO DEPARTMENTS NEED SOME GUIDANCE FROM THIS SPECIALIZED GROUP BEFORE THEY CAN BEGIN TO FIGURE OUT THE FINANCES.

TASK	LEADER	DEADLINE	RESULTS	STATUS
<p>Brainstorm as many resources as needed to prepare, produce, and distribute the product or service. If possible, find multiple sources of materials so that there are alternatives to compare in building the budget (for example, find the cost of the item you really want and a less expensive version if needed). Below are some categories to consider:</p> <ol style="list-style-type: none"> 1. Work space 2. Equipment 3. Raw materials or product 4. Human labor 5. Time 6. Purchases that specifically require a credit card or cash 7. Other needs <p>Team Crossover: Finance and Leadership</p>				

PRODUCTION

TASK	LEADER	DEADLINE	RESULTS	STATUS
How will the product or service be produced?				
How can inefficiencies be identified and improved in the process?				
What quality control measures can be put in place to limit waste and loss?				



PRODUCTION

TASK	LEADER	DEADLINE	RESULTS	STATUS
What security and safety provisions need to be in place, and how will these affect the upfront cost of the product or service?				

DISTRIBUTION

TASK	LEADER	DEADLINE	RESULTS	STATUS
How will the resources get to the production location?				
How will the final product or service get to the end user?				

INVENTORY CONTROL

TASK	LEADER	DEADLINE	RESULTS	STATUS
<p>Create a spreadsheet to track inventory, from the original source, through the internal production process, distribution, and final receipt of the payment by the Finance team. Be sure to include a sign-off line for each person taking possession of the product or resources throughout the process.</p> <p>Team Crossover: Finance and Sales</p>				



JA COMPETITION (OPTIONAL)

TASK	LEADER	DEADLINE	RESULTS	STATUS
<p>If your Company is participating in a JA competition, the Leadership team will inform your team about the rules and requirements, but your team will be responsible to be prepared for your portion of the competition.</p> <p>Team Crossover: All 5 Business Teams and JA Volunteer</p>				

TOPIC

TASKS	LEADER	DEADLINE	RESULTS	STATUS

TOPIC

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