



## The Schools Challenge

# Put together your E Team!



**So you want to put an enterprise team together to raise funds for The Prince's Trust? That's great! Simply start by forming a group (with up to nine other people) you know you'll be able to work well with.**

**In groups, discuss the different job titles and come up with a list of skills the person doing that role would need.**

**Now take a look at the description of the roles you have been given. Which list of skills is best suited to which job title?**

**Now decide as a group which of you is best suited to which role for your enterprise activity.**

**There are five roles available, so you may need to allocate more than one team member to each role.**

### Remember!

Your new job title just means you're responsible overall for that particular part of your enterprise. It doesn't mean you don't do anything else! You've still got to help your colleagues with their tasks to make your product or service sell, sell, sell!

### Keeping track of your progress

Whenever you have a meeting, someone from the group needs to take 'the minutes'.

That just means writing down everything that was discussed at the meeting, the decisions that were made and details of who was given what tasks to do next.

After the meeting, you can type them up neatly and give a copy to each team member so they remember what's what. And you can refer back to them at your next meeting to see if you've managed to achieve everything you set out to do.

The chairperson can take the minutes at your first meeting. After that, you can take it in turns.

### Minutes from enterprise team

Date:

List of attendees:

Discussion notes:

Decisions:

Actions:

Date and time of next meeting:

MILLION  
MAKERS



Prince's Trust

All net proceeds donated to The Prince's Trust (registered charity no. 1079675)

The Schools Challenge

Put together your E Team!

## Role Cards



### Chairperson

- Co-ordinates the group and makes sure everyone works effectively
- Makes sure everyone has a turn at speaking and listens to each other
- Keeps a file of the team's activities and actions so they don't get lost



### Product manager

- Thinks about the product's size, colour, design and range
- Considers how your product or service appeals to your customers
- Manages the manufacture of your product, e.g. sourcing materials, etc

### Finance manager

- Is responsible for the enterprise finances
- Monitors the budget
- Reviews the figures at each stage of the project

### Sales & marketing manager

- In charge of promoting your product/service in school and outside
- Develops a publicity strategy that will engage your customers
- Deals with the design and distribution of promotional and advertising materials

### Operations manager

- Helps pull together all other departments and arranges meetings
- In charge of the practical aspects of your business and final enterprise event
- Covers customer service and after-sales care