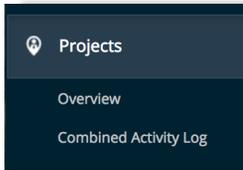


# Developing and Managing CTE Projects



## Step 1 – Sign into your Student account and click Projects > Overview

Determine which project type is appropriate for you: Foundational, Research, Job Experience or Entrepreneurship



<b>Foundational Projects</b> require time invested in a learning experience. You will learn by exploring new skills or experiences. This project is usually short term and beginner level (i.e. recommended for 8th-10th grade students).	<b>Research Projects</b> attempt to answer a research question or test a hypothesis. This project centers on following the scientific method and developing a final report of findings and recommendations.	<b>Job Experience Projects</b> require time invested in a job-like setting. This project can be paid or unpaid, but focuses on the goal of becoming a successful and valuable employee.	<b>Entrepreneurship Projects</b> require time and money invested in a business venture. Your project centers around the goal of developing a profitable project that grows your total equity.

## Step 2 – Create a New Experiential Learning Project

[+ Create New Project](#)

**General Information**

Project Name

Project Type

**Categorize Your Project**

Interest Area

- Your "Project Name" depends on the type:
- o "Entrepreneurship" is the business name
  - o "Foundational" is the learning experience
  - o "Job Experience" is typically the employer
  - o "Research" is typically the title of the research project

## Step 3 – Categorize Your Project Using Occupational Areas

This connects your project to a career plan and helps you review tasks that describe your project

Interest Area

- Buying and Merchandising
- E-Marketing
- Management and Entrepreneurship
- Marketing Communications and Promotion
- Marketing Information Management and Research
- Professional Sales and Marketing

- Area is based on your career area (Class)
- Explore how your project connects to career interest and professional titles
- Review related career task, which defines the project and your records
- Review all alternatives and select the best one (ex: E-Marketing Task)

Review Occupation Tasks
Tasks
Assign, coordinate, and review work and activities of programming personnel.
Collaborate with computer manufacturers and other users to develop new programming methods.
Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.

Once you find a match, select [Create Project](#) to save the project setup:



- ✓ Be sure to review "Interest Area" and "Tasks" to select the best project descriptions
- ✓ Be sure to Name your project in a way to help you remember your project
- ✓ Once the project is setup, continue to Step #4 for your project plan and records!

# Developing and Managing CTE Projects

**Step 4 – Manage CTE Project Records** – Once in a project, use each section to complete your records

**ROGER HANAGRIFF**  
ADMIN HIGH SCHOOL

## A. Project Plan

Overview    **Plan**    Activity Log    Photos/Media    Documents

### FLYERS R US PLAN

**Project Category** [+Add New Category](#)

Occupations

✗ Marketing Communications and Promotion > Sales Managers

**Tasks**  
Project supervisor(s) will evaluate your performance on each task below.

Occupation	Tasks
Sales Managers	Advise dealers and distributors on policies and operating procedures to ensure functional effectiveness of business.
Sales Managers	Assess marketing potential of new and existing store locations, considering statistics and expenditures.
Sales Managers	Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
Sales Managers	Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.
Sales Managers	Determine price schedules and discount rates.
Sales Managers	Direct and coordinate activities involving sales of manufactured products, services, commodities, real estate or other subjects of sale.
Sales	Direct clerical staff to keep records of export correspondence, bid requests, and credit

**Project Summary**  
My project is a business to create income from designing and publish promotional flyers and brochures for local businesses. I am hoping to learn more about developing proposals, working with different software and different industries.

**Time Plan**  
My time will vary each week, but a large investment of my time will be in the summer. This time of the year offers opportunities to create flyers for summer festivals and tourism events that are common in my community.

**Financial Plan**  
I will be developing price formats from one page flyers for \$400 and color copies for \$1 per page. On the color copies, I am planning a contract with the local copy company for \$0.70 per page, which gives me a margin of profit. Other services are priced by the hour, but will depend on the client. I am able to use my parents computer and the laptop they bought me.

**Learning Objectives**  
My hope is to learn about business management and occupations task such as:  
 - Price schedules  
 - monitor customer preferences  
 - develop budgets  
 - use of Adobe Software

- ✓ Add more career categories ([+ Add New](#))
- ✓ Create a Project Summary
- ✓ Create a Time Plan using expected devotion of time (month, week etc.)
- ✓ Create a Financial Plan (if applies)
- ✓ Define planned learning objectives

## B. Activity Log (Time and/or Money Records) – View or create new project records

### FLYERS R US ACTIVITY LOG

**Activities**

Filter by Year: All Dates ▼

[Export to PDF](#) | [Export to Excel](#) | + New Activity

Date	Type	Description	Time	Amount	Action
9/1/2017	Journal	details of the experience....	01:50		<a href="#">View</a>
9/10/2016	Supplies/Materials	folders to add proposals into		\$45.00	<a href="#">View</a>
9/10/2016	Journal	met with chamber of commerce to propose my new business and ask how I could assist	02:00		<a href="#">View</a>

## C. Photos/Media and Documents – Create alternative records that further showcase your project

### FLYERS R US PHOTOS

Upload New Photos: Browse

- 1) Photos:
- ✓ Images showing your work
  - ✓ Images showing your key activities
  - ✓ Images of project certificates
  - ✓ Choose "Browse" to locate and select images on your computer

### Supporting Documents

+ New Document

Name	Upload Date	Size	
<a href="#">Food Bank Flyer 2017</a>	7/17/2017	38 KB	<span style="color: red; font-size: small;">Delete</span>
<a href="#">Tips for Flyer Layouts - E-Conference</a>	7/18/2017	70 KB	<span style="color: red; font-size: small;">Delete</span>

- 2) Documents:
- ✓ Items showing your work
  - ✓ Other items such as certificates or contracts
  - ✓ Choose "+New Document"