VIRTUAL COMPANY INDONESIA - ACTIVITY MAP

Orientation
Organizational Business Business Business Event Annual Report
Feasibility Planning Process

- 1. Introduction to VCI Program and PE Concept
- 2. Identifying the Key Success
 Point of a Business
- 3. Generating Business Ideas
- 1. Introduction to Business
 Organizational Structure
- 2. Preparing For a Job Application
- 3. CEO Pitch & Election
- 4. Selecting Company's Chief & Employee
- 5. Registering Employee to VCI Portal

- 1. Generating Target Market
 Analysis (STP)
- 2. Conducting Market Survey
- 3. Develop Industry Analysis
- 4. Develop Competitor Analysis5. Develop Supplier Analysis
- 6. Develop Economic Condition
 Analysis

- 1. Preparing Company's Vision & Mission
- 2. Develop Marketing Mix
- 3. Creating Business Model
 Canvas
- 4. Break-even Point Analysis
- 5. Creating Sales Target
- 6. Budget Estimation (CAPEX & OPEX)
- 7. Develop SWOT Analysis
- 8. Creating Management Function
- 9. Creating Company's Logo
- 10. Creating Company's Email & Social Media
- 11. Develop Company's Budget Proposal

CEO & COO

- 1. Determine the KPI for every Department with the chiefs
- 2. Evaluate and Monitor each department performance

Human Resource

- 1. Creating Company
 Organizational Chart
- 2. Developing Attendance Procedure & Policy
- 3. Organize Employee

 Development Workshop
- 4. Develop, Monitoring, & evaluating targeted KPI for each department
- 5. Preparing Income Tax Payment and Health insurance
- 6. Preparing Employee Transition

Marketing

- Creating Product or Service Description
- 2. Creating Potential Costumer Database
- 3. Promotional Activity
- 4. Creating Billing Memo
- 5. Establish Business Partnership
- 6. Record Sales
- 7. Preparing Sales Pitch & Sales
 Person for Trade Fair

Finance & Accounting

- 1. Develop Accounting System
- 2. Calculating Company ROI
- 3. Processing Payment Memo & Invoices
- 4. Processing Payment for Employee Salary
- 5. Record Sales
- 6. Tax Payment
- 7. Preparing Financial Statement

IT & Design

- 1. Create & Manage Company's Website
- 2. Connecting The Website to The Store Manager
- 3. Designing The Business Plan
 Document
- 4. Designing Promotional Material
- 5. Creating Company's Commercial Video

Logistics

- 1. Creating Procurement Process
- 2. Develop Company Supply
 Chain
- 3. Record Inventory in & Out

Product Development

- 1. Conducting a Product or Service Survey
- 2. Developing Product or Service Prototype
- 3. Developing Product or Service Innovation Concept

Business Plan Competition

- 1. Best Business Plan
- 2. Best Marketing Strategy
- 3. Outstanding Performance
- 4. Best Innovative Idea

Trade Fair

- 1. Best Selling Product
- 2. Best Booth
- 3. Best Catalogue4. Best Website
- 5. Best Video
- 6. Best Salesmanship

Annual Report

- 1. Managerial Report
- 2. Management Analysis & Discussion
- 3. Conclusion & Strategic Recommendation

