**Time to Escape!**

This project is worth 15% of your final mark so make sure you give it your best effort. This project will be based on a field trip that we are taking on 18th January 2018 so make sure you are organized and prepared before the trip. After the trip, you should take notes to ensure you remember what happened! You are expected to be working on this project as we go through the rest of the course. You will be given class time periodically from now until the end of semester.

**The submission date is Wednesday 30th January 2018.**

***The Scenario:*** You are a start-up escape room company trying to make it big. You will be using all of the knowledge of this course to create a successful company.

***Assignment Requirements and Due Dates:***

|  |  |
| --- | --- |
|  | Reflection (500 words) **2%** |
|  | Website – using WIX.com **8%** |
|  | Presentation – MAX 30 minutes  **5%** |

***Field Trip Reflection -* (*After De-Code Escape Room*)**

1. Who took on the leadership role?
2. How did they demonstrate the characteristics of an effective leader?
3. During the escape room, how did your group go through the 5 stages of group work?
4. Was your team successful?
5. What factors contributed to the success/failure of your team?
6. Which communication barriers did your group face?
7. How did you overcome those barriers?

***Presentation Requirements:***

1. **The organization**
	1. Demonstrate your organization (its name, its goal, what it does, its functions, etc.)
	2. Explain your organizational structure (e.g. matrix)
	3. Explain what your competitive advantage is. Remember you classmates are your competitors so you should take into consideration their designs.
	4. What type of job design approach will you use to maintain maximum efficiency (e.g. scientific rotation)
2. **Conflict Management**
	1. Describe what kinds of conflicts, stress and/or changes that you will expect to face.
	2. Explain three possible scenarios of conflict that could take place.
	3. After each scenario, you will explain how these conflicts, stress, and challenges can be resolved using Conflict-management skills, Stress-reduction techniques or Communication skills.
3. **Planning and Controlling**
	1. How are you planning for the future?
	2. How will you be controlling for mistakes that might happen during the escape room? (feedforward etc)
	3. Complete an INTERNAL and EXTERNAL analysis of your company.
4. **Escape Room Requirements**

In this section, you will be submitting a run through of your ACTUAL escape room. This includes:

* 1. the time it takes to escape your room
	2. a video OR live sample puzzles being practically used (the more detailed the better but MAX 5 minutes)
	3. a blueprint (map) of your actual room.
	4. Any other creative ideas you would like to add

***Website Requirements – must use Wix.com***

1. **Human Resource Process**
	1. Explain how you will recruit your employees
	2. Describe what your selection criteria are
	3. How will you retain your employees? What type of motivational theories will you use to retail the people that you have hired?
	4. How will you maintain a high quality workforce?
2. **Corporate Social Responsibility**
	1. Explain how your company is dedicated to CSR
	2. What CSR policies do you have?
	3. How are you involved in the local community?
3. **Ethics**
	1. What is your code of ethics?
	2. What ethical viewpoint does your company have?
	3. What is your code of conduct for employees? Customers?
4. **Information for Customers**

This section is a bit open ended. You MUST complete the below topics but can also add any additional components you would like. If you want a level 4 on this section, you really need to wow me.

* 1. Tips and tricks for successful escape
	2. A description of the theme of your room(s)
	3. Services you offer
	4. About us section
	5. Home page
	6. FAQ page

***Reflection Rubric***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 1 and 2 – has not met expectations**  | **Level 3 – has met expectations** | **Level 4 – has exceeded expectations.** |
| Knowledge/5 |  | In your answers student demonstrates understanding of management theories and concepts learned in the course Use of course specific language used (jargon) in answers. |  |
| Thinking/10 |  | Student participation and engagement in field trip.Student is prepared for teacher questioning at any time.  |  |
| Communication/5 |  | Spelling and grammar is grade appropriateYour reflection is clear and well organized. (It is easy for me to find the answers to all of the questions) |  |
| Application/10 |  | Reflection written thoughtfully and honestly. Reflection properly related to actual experience and connected to the management concepts  |  |

***Presentation Rubric***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 1 and 2 – student has not met expectations** | **Level 3 – student has met expectations** | **Level 4 – student has exceeded expectations.** |
| Knowledge/8 |  | **Part 1 –** **The Organization** includes thoughtful and detailed answers. Also includes all components* + - Organizational information
		- organizational structure
		- competitive advantage
		- job design approach
 |  |
| Thinking/10 |  | **Part 2 Conflict Management** includes thoughtful and detailed answers. Also includes all components.* + - expected future events
		- explanation of change or conflict management strategies

**Part 3 Planning and Controlling** includes thoughtful and detailed answers. Also includes all components.* + - planning for the future
		- controlling unforeseen events
		- internal and external analysis
 |  |
| Communication/5 |  | Handed in on time Spelling and Grammar are grade appropriate. |  |
| Application/8 |  | **Part 4 The Escape Room** includes thoughtful and detailed answers. Also includes all components.- escape room time management- a sample of at least 3 puzzles you are using. - a blueprint (map)- Any other creative ideas you would like to add |  |

***Website Rubric***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 1 and 2 – student has not met expectations** | **Level 3 – student has met expectations** | **Level 4 – student has exceeded expectations.** |
| Knowledge/12 |  | **Part 4 Information for customer’s** section is detailed, creative, and has new interesting ideas. Sections include:1. Tips and tricks for successful escape
2. A description of the theme of your room(s)
3. Services you offer
4. About us section
5. Home page
6. FAQ page
 |  |
| Thinking/12 |  | **Part 2 Corporate Social Responsibility** involves the local community, is realistic, and is a solid example of CSR. Sections include:* 1. dedication to CSR
	2. CSR policies
	3. Involvement in the local community

**Part 3 Ethics** is detailed, clear, and shows commitment to equity in the workplace. Includes:1. code of ethics
2. ethical viewpoint
3. code of conduct for employees? Customers?
 |  |
| Communication/10 |  | Good use/choice of background, colours, texts, and visuals used to help enrich your website and reinforce the puzzle room theme.Few lapses in appropriateness of sentence structure and grammar.Website is organized and easy for a customer to navigate. |  |
| Application/8 |  | **Part 1: Human Resource Process** is detailed, logical, and is applied to the escape room business. Sections include:* 1. recruiting
	2. selecting
	3. retaining and motivational theories
	4. maintaining a high-quality workforce
 |  |