

## **DECEMBER PROFICIENCY TASK**

### **STEALTH VENTURES SCENARIO**

You have just returned from a three week vacation on the island of Fiji. Reluctantly, you drive yourself to work in blizzard conditions and arrive at your desk to find a large stack of paper next to the keyboard. Your manager walks into the office all smiles to tell relay some good news that happened while you were away on your tropical vacation: the team just won the largest (and most complicated) contract ever and each employee stands to earn a big bonus if the project is managed and serviced properly.

You muster a smile and begin looking through the huge pile of paper that has both the contract details and daily activity from operations. The manager leaves and you begin to worry about how long it will take to get all of this information into the new system and create an invoice.

Your assignment is to create THREE separate projects, one for each type of services listed in the attached data sheet. The customer has also indicated that they would like to have one agreement in place so all three of projects will need to be funded with one agreement. When creating the project and entering daily activity, choose the *most* efficient method of creating them so that you use your time wisely. Upload all of the daily activity to quickly catch up on all the work you were unable to do while in Fiji sipping on frozen drinks. Finally, create a draft invoice and use this information to complete the online assessment.