

briefing the

# GLOBAL MANAGEMENT CHALLENGE

**Introduction to the Competition** 

**See the Video** 

Please note that the new criterion is highest

**Investment Performance** 



### Introduction to the competition



You are about to start an unique experience.

Now you are part of a management team of a company that operates in the global market.

# Your team is going to manage a company in a competitive market, and you will develop skills of:

- Strategic Management;
- Decision Making;
- Team Work;
- Leadership.

# What you have to know to participate



START: Organisation, Calendar, Manual	4
COMPETE: Team, Historical, Reports and Decisions	<u>11</u>
COMPANY: An overview	<u>18</u>
Procedures	<u>40</u>

Start...



Your teams objective is to manage a company, analyze the recent past and design a strategy for the near future: analyzing the results, making decisions in different areas of the company, considering the competition and economic situation; to obtain the best results against the competition.

The measure of success achieved by the management team is:

- The highest Investment Performance at the end of each period, and of course at the end of the competition.

When the team starts, a historical report is made available. This report contains the results of the last five quarters.



### The first step is to organise the Team.

The Team organisation will most probably influence the quality of decisions and the results obtained.

You must appoint a Chairman or General Manager and allocate a team member responsible for each of the following areas:

Marketing, Production, Human Resources and Finance.

Teamwork is an important part of the competition.

A well organised team, that uses all of the skills of its members in the consideration of its decisions, has a greater probability of obtaining a good classification.

#### Management is Organization



## The second step is to create an Activities Calendar.

It is important that the calendar is prepared and agreed with all team members participating, you have due dates to submit decisions and, as in any company, time management and meeting due dates are very important.

Plan in advance the meetings and information exchange events. Time management will be very important to obtain the best results.

# GOBAL MARYON AND THE STATE OF T

#### Management is Organisation

#### The third step is to read the Manual, the manual is divided in 4 parts:

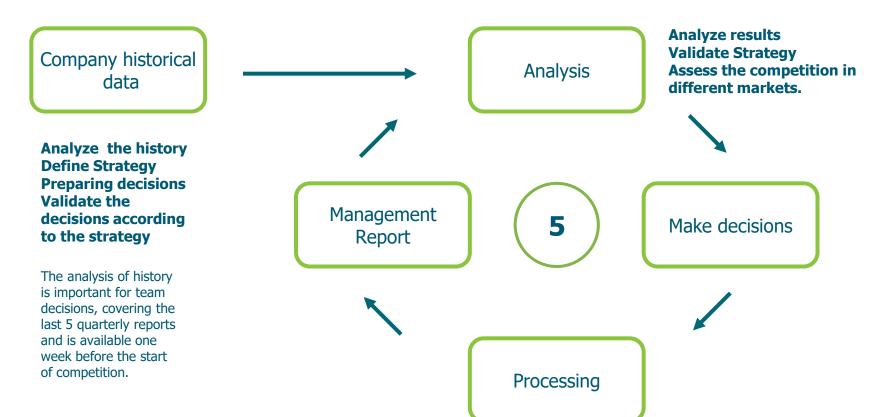
- 1. INTRODUCTION: How to use the Manual.
- 2. THE COMPANY ENVIRONMENT: The Economic Environment; World Events; Marketing; Production and Distribution; Human Resources and Finances.
- **3.** MANAGEMENT REPORTS: Explanation of the Management Reports and how calculations are made.
- **4.** DECISIONS: Explanation of how the decisions are communicated for each quarter.

Managing a Company is a complex activity that requires much preparation. Read the manual to understand how: the company works and relates with other companies; the simulation fundamentals and what the team must do.



#### The competition cycle

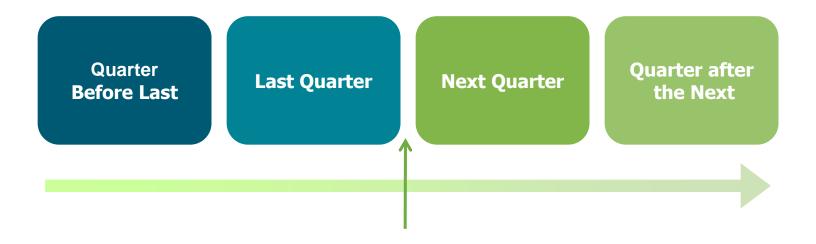
#### The simulation is organised in quarters.



#### Decisions/Quarters



#### The simulation is organised in quarters.



When making decisions, consider that they are done in an imaginary moment of time, between the Last Quarter and the Next Quarter, "This Quarter" does not exist. Note that some decisions only impact in the Quarter after the next quarter.

#### Management is Organisation



### **Recapitulating:**

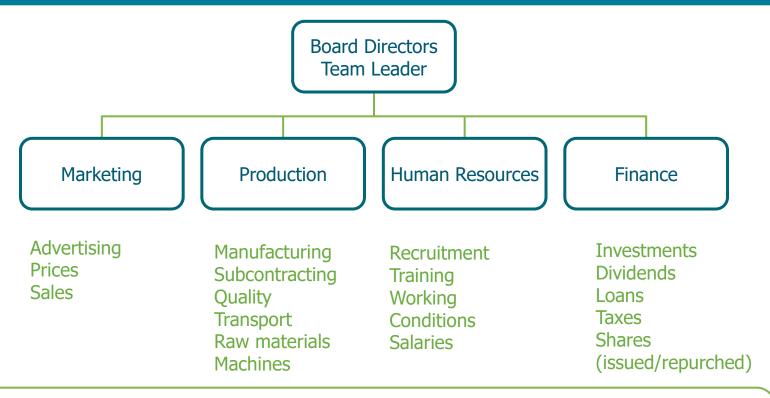
- Organise your Team

  Nominate the Team Leader, to be responsible for all communication with the organisation of the competition.
- Activities Calendar
  Note carefully the decisions submission dates and plan accordingly.
- Read the Manual
  Read carefully the Manual, in case of doubt contact the control centre by email or telephone.
- Competition Cycle / Decisions / Quarters
  Understanding the competition cycle is essential for the team success.

email your country organisation tel your country organisation

## Manage...





Create an organisation chart, define responsibilities and objectives, working methods and decision processes. **Use the example above or create your own organisation, with other functions.** Nominate the person in charge for the decisions input.

### The Management Report



# The Management Report contains the information you need to analyse before making decisions and it is divided into 6 parts; read carefully in the manual about the Management Report, but know that:

- The Management Report reproduces the decisions you made.
- The Management Report informs you about: the Means of Production, Factory build/extend, Raw Materials, Human Resources, Sales, Products, Carbon Footprint, Transportation, and data on Financials: Balance sheets, Profit and Losses, Overheads, Cash Flow, Investment Performance, etc.
- The report also informs on the activities of competitors in the areas of Price, Total Employees, Payroll, Agents and Distributors, Market Shares, Consumer Opinion; and expenditures made by competitors in areas such as Advertising, Research and Development and efficiency of Websites.

#### 1st Part



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# your decisions for Yr 2012 Q 2

		Corporate	Product 1	Product 2	Product 3		Number	Support	Commn.
Advertising	: (1'000)					Agents and distributors:	needed	(1,000)	- %
	Europe	25	25	25	25	European agents	3	14	12
	Nafta	0	0	0	0	Nafta distributors	1	5	12
	Internet	25	25	25	25	Internet distributor		14	10
Prices (I):						Operations:			
	Europe		359	610	700	Materials to buy ('000) Spot	8	3mth 4 6mth	4
	Nafta		360	600	650	Maintenance hours/machine	35	Shift level	3
	Internet		300	535	670	Number of ports operated	13	Web-site development	40
Quantities t	o deliver t	D:				Personnel:			
	European a	igents	700	550	350	Assembly workers to recruit	2	Number to train	0
(Not in full	Nafta distri	butors	300	150	100	Hourly wage rate (j.c)	11,00		
if starred)	Internet dis	tributor	2300	900	650	Management budget (J'000)	120	Staff training (days)	2
Quality:						Finance:			
Take up produ	ct improvem	ents	0	1	0	Shares to issue/repurchase	0	Dividend (cents/share)	0
Product devel	-		40	30	40	Term loans (I'000)	0	Term deposit (J'000)	0
Assembly time	es (minutes)		115	185	325	Machines to buy	0	Machines to sell	0
Premium mate	erials (%)		1	1	1	Factory extension (sq. m.)	0	Insurance plan	2
Subcontrac	tina:					Information:			
Components		5)	0	0	0	Market shares	0	Corporate activity	0



#### 2nd Part

PHTSICAL RESOURCES: Usag	e and are
Space:	Sq. m.
Land owned	9000
Access/parking etc	1800
Unused land	5700
Factory size next quarter	1500
Circulation and access	375
Machining operations	225
Assembly operations	360
Material and component stocks	0
Available space (overflow if negative)	540
Machines:	Number

Machines:	Number
Number decommissioned	0
Machines in use last quarter	9
Number bought and installed	0
Machines available for next quarter	9
Theoretical hours available	14418

Theoretical hours available	14418
Hours breakdown	149
Hours worked	8804
Hours planned maintenance	166
Average machine efficiency %	88.2

#### Materials:

Opening stock available	0
Bought spot	8101
Bought default	2041
Lost or destroyed	0
Used	10142
Closing stock	0
For delivery next quarter:	
Bought last quarter	4000
Bought quarter before last	4000
For delivery quarter after next:	4000

#### Internet statistics:

Number of web-site ports operated	13
Number of visits to your web-site	75317
Estimated level of failed visits (%)	0
Number of internet service complaints	165

#### railabil HUMAN RESOURCES:

Production personnel:	Assembly	Machining
At start of last quarter	34	87
Recruited	2	21
Trained	0	
Dismissed	0	0
Left	0	1
Available for next quarter	36	107

Hours available	19584
Absenteeism/sickness (hours)	31
Hours worked	17818
Notice of strike weeks for next guarter	0

#### Agents/distribut Europe **N**afta Internet Active last quarter Resigned Dismissed Appointed Active next quarter

#### Transport: Europe **N**afta Internet 500 Journey length (km) 1434 300 Number of loads 14

# Carbon footprint (CO2e) Tonnes

Factory heating and lighting	14,25
Energy used in production	36,73
Total primary CO2e	50,98

PRODUCT DATA:	Product 1	Product 2	Product 3
Quantities:			
Scheduled	3300	1600	1100
Produced	3415	1652	1141
Rejected	115	52	41
Lost or destroyed	0	0	0
Delivered to:			
European agents	700	550	350
Nafta distributors	300	150	100
Ivarta distributors Internet distributor	2300	900	650
Internet distributor	2300	300	650
Orders from:			
Europe	984	511	470
Nafta	309	187	242
Internet	2199	954	603
Sold to:			
Europe	700	511	350
Nafta	300	150	100
Internet	2199	900	603
Backlog of orders:			
Europe	145	n	61
Nafta	7	22	73
Iwarca	'	22	13
Warehouse stocks:			
Europe	0	39	0
Nafta	0	0	0
Internet	101	0	47
Guarantee services	122	51	38
Guarantee services	122	"	36
Product improveme	Major	Major	Major
Product component	ts:		
Assembled last quarter		0	0
Ordered last quarter	0	0	0
Closing stock	0	0	0
Available for assembly	0	0	0

The Global Management Challenge is a business simulation designed by Edit Systems Ltd. (uux.edit515.co.uk) 92011 and organized by SDG-Simuladores e Modelos de Gestão S.A. Portugal

# Gooral Marketon

#### 3rd Part

Ŗ							
FINANCIAL STATEMENTS	5						
ADMINISTRATIVE EXPENSES	1	INCOME STATEMENT	1	BALANCE SHEET	1	CASH FLOW STATEMENT	1
Advertising	200000	Sales revenue	2635246	Non-current assets:		Operating activities:	
Internet distributor	168521			Land	450000	Trading receipts	2944791
Internet service provider	59356	Opening inventory values	5346	Buildings	750000	Insurance receipts	0
Agents and distributors	201335	Components purchased	0	Machinery	2183464	Trading payments	2630485
Sales office	29488	Materials purchased	900592	Property, plant and equipment	3383464	Tax paid	400320
Guarantee servicing	24470	Machine running costs	219208			Net cash flow from operations	-86014
Product development	110000	Machinists wages	463320	Current assets:			
Web-site development	40000	Assembly wages	145432	Product inventories	35410	Investing activities:	
Personnel department	27000	Quality control	6208	Component inventories	0	Interest received	0
Machine maintenance	23015	Hired transport	45900	Materials inventory	319429	Asset sales	0
Purchasing and warehousing	7881	Less closing inventory values	354839	Trade receivables	913282	Assets purchased	0
Business intelligence	0	Cost of sales	1431167	Cash and cash equivalents	1733513	Net cash flow from investing	
Credit control	5813	Gross profit	1204079	Current assets	3001634		
Insurance premiums	12056	Administrative expenses	1060974	Total assets	6385098	Financing activities:	
Management salaries	120000	Insurance receipts	0			Shares issued	0
Other costs	32039	Depreciation	55986	Liabilities:		Shares repurchased	0
Total administrative expenses	1060974	Operating profit/loss	87119	Tax due	0	Dividends paid	0
		Finance income	0	Trade payables	784062	Additional loans	0
Accumulated taxable profi	t:	Finance expense	0	Bank overdraft	0	Interest paid	0
Profit/loss before tax	87119	Profit/loss before tax	87119	Current liabilities	784062	Net cash flow from financing	
Previous taxable profit/loss	302954	Tax assessed	0	Term loans	0	_	
Taxable profit/loss	390073	Profit/loss for the period	87119			Net cash flow	-86014
		Earnings per share (cents)	2,18	Net assets	5601036	Previous cash balance	1819527
						Cash balance	1733513
		Dividends paid	0	Equity:		(including a term deposit of -	0)
Insurance claimed	616	Transferred to retained earnings		Share capital	4000000		
Primary non-insured risk	3444796	Previous retained earnings	1513917	Share premium account	0	Overdraft limit for next quarter	815000
		Retained earnings	1601036	Retained earnings	1601036	Borrowing power next quarter	2092000
				Total equity	5601036		

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#### 4th Part

CONOMIC INTELLIGENCE	Europe	Nafta	Rest (of developed world)	
Gross domestic product (de-seasonalised)	11971	16131	73	
% Unemployment rate (de-seasonalised)	9,4	9,4		
Balance of external trade	1167	-6690		
Information about next quarter:				
Central Bank base rate (% p.a.)	8,0	1,5	Exchange rate in € per \$ (USD)	0,83
Building cost (€ per square metre)	500			
Component cost (€ per unit)	Product 1	Product 2	Product 3	
from ( no premium materials)	117	184	285	
to (100% premium materials)	142	235	361	
	Spot price	3 month	6 month	
Material prices (\$ per '000 units)	61376	58364	53452	

#### BUSINESS REPORT:

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#### 5th Part

FREE INFORMATION	Company							
	1	2	3	4	5	6	7	8
Stock market data:								
Share price (cents)	145,34	144,33	138,15	145,75	141,91	142,46	136,76	137,3
Market valuation (€)	5813600	5773200	5526000	5830000	5676400	5698400	5470400	5492000
Dividend paid (cents/share)	0	0	0	0	0	0	0	(
Investment performance (€)	5813600	5773200	5526000	5830000	5676400	5698400	5470400	5492000
Business intelligence:								
Product prices (€)								
Product 1: Europe	359	370	380	380	380	360	379	379
Nafta .	360	360	360	370	360	360	379	369
Internet	300	325	280	300	280	300	339	319
Product 2: Europe	610	615	659	630	630	630	599	64
Nafta	600	600	629	610	600	630	599	61
Internet	535	595	564	545	535	550	519	56
Product 3: Europe	700	890	890	890	780	850	849	88
Nafta	650	850	650	700	650	800	849	64
Internet	670	800	670	690	670	700	739	66
Production employees	142	142	142	114	142	142	114	14
Assembly wage rate (cents/hr)	1100	1000	1000	1000	1010	900	1000	105
Number of agents/distributors	4	4	4	4	4	4	4	

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#### 6th Part

COMPANY BALANCE SHEETS								
for Company:	1	2	3	4	5	6	7	8
Assets								
Property, plant and equipment	3383464	3383464	3383464	3383464	3383464	3383464	3383464	3433464
Inventories	354839	391860	564356	425678	482425	239758	717178	302529
Trade receivables	913282	1062327	961281	1064323	1002840	922053	982661	1121778
Cash and cash equivalents	1733513	1650476	1402554	1677200	1519260	1769628	1357215	1452352
Liabilities								
Tax assessed and due	0	0	0	0	0	0	0	0
Trade payables	784062	870819	932543	976313	910691	755094	1070089	1125993
Bank overdraft	0	0	0	0	0	0	0	0
Long term loans	0	0	0	0	0	0	0	0
Equity								
Ordinary capital	4000000	4000000	4000000	4000000	4000000	4000000	4000000	4000000
Share premium account	0	0	0	0	0	0	0	0
Retained earnings	1601036	1617308	1379112	1574352	1477298	1559809	1370429	1184130
Net Worth	5601036	5617308	5379112	5574352	5477298	5559809	5370429	5184130

# GOORAL MANAGES

#### 7th Part

#### PURCHASED INFORMATION

Company number:

#### Market shares (% by volume sold)

Product 1: Europe

Nafta

Internet

Product 2: Europe

Nafta

Internet

Product 3: Europe

Nafta

Internet

#### Competitors' business activity

Company number:

Total advertising expenditure (€)

Total product development (€)

Consumer star ratings:

Product 1

Product 2

Product 3

Web-site

Not requested

Not requested

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### The team's strategy is implemented by making 77 decisions, including:

- Advertising (corporate & products)
- Prices (products & markets)
- Product Delivery (agents & distributors)
- **Quality** (R&D, improvements, assembly times, premium materials)
- Components Subcontracting
- Agents and Distributors (recruitment, commission, support)
- Operations (materials, plant maintenance, shift level, website)
- Personnel (recruitment, training, management budget, wage rate)
- **Finance** (shares issued/repurched, dividend, long term loans, term deposit, machines, factory build/extend, insurance plan)
- Information: competitors & Markets (Market Shares, Business Intelligence)

### Decisions input form



Decis	ion Form
entity roup 1 Company 1 ID Code ••••	Period  Year 2010 Quarter 1 Ser
Decisions about your Products	Decisions about your Resources
Advertising	Agents
Corporate Product 1 Product 2 Product 3	Number Support Commission %
Europe	European agents
lafta a la	Nafta distributors
nternet	Internet distributor
Prices (€)	Operations
urope	Materials to buy: spot 0 3mth 0 6mth
lafta	Plant maintenance (hr) Shift level (1, 2 or 3)
nternet	Internet ports Website development
Peliveries	Personnel
Europe	Assembly workers: hire 0 Assembly trainees
lafta	Wage rate (cents/hr)
nternet	Management budget Staff training (days)
Quality	Finance
mplement improvements 0 0 0	Shares (issue/cancel) 0 Dividend (cents/share)
Product development (€'000)	Long term loan (€'000) 0 Term deposit (€'000)
Assembly times (min) 100 150 300	Machines - to buy 0 Machines - to sell
Premium materials (%)	Factory - build (sq m) 0 Insurance plan (0-4)
Operations —	- Information
Subcontracting (units)	Market shares 0 Business intelligence

#### 75 decisions to make...

Ensure that the decisions were correctly entered.

Read carefully the tips and suggestions on the next page.

#### Practical advice



# The decisions input form is what you will use to implement the strategy. Read carefully these tips and suggestions.

- It is recommended that one member prepares the input and another verifies.
- Note that some decisions are in absolute value and others in relative value. (example: absolute value: number of total agents and distributors; relative value: number of specialized workers to be recruited.
- After the input of decisions is completed, logout; then follow by a login, to verify if the correct data was recorded.
- You may input decisions gradually. Do not wait for the last day to input the decisions.
- Team leader's do not have to input decisions, but they are fully responsible for this.
- In case of doubt always consult the manual.

#### An overview



# To manage the company you have to read the Manual.

Now you are going to have an overview of the most important points before you start:

Economic Environment	<u>19</u>	
World Events	<u>20</u>	
Marketing	<u>21</u>	
Production	<u>27</u>	
Human Resources	<u>31</u>	
Finances	<u>34</u>	
Objective	<u>38</u>	
		1

# GOBAL MARY OF WAY

#### **Economic Environment**

The company operates in direct competition with others, who manufacture and market the same products, in the same geographic areas.

The market is divided into two geographic areas for the traditional distribution and marketing- **European Union (EU) and the dollar market (NAFTA)** 

Simultaneously the company reaches these areas and the rest of the world through the **Internet**. In all areas there is competition between the same companies.

Exchange rates influence the competitiveness in some markets; economic statistics are supplied with seasonality correction. In the internet the dollar is the used currency.

#### World events



These events may be caused by political issues, economic or environmental developments, wars, disasters like volcanic eruptions, earthquakes or pandemic diseases, etc..

These events can be sudden, but that does not mean that they will occur.

Read carefully the management report.

These events may affect the company working conditions and the results.

News on the world events media are not necessarily credible.

# GOORAL MANAGE REST

#### Marketing

The marketing department is responsible for creating the demand and sales of the products, competing with rival companies.

To be successful you have to analyze the market and the competition, prepare marketing plans and make decisions to realise short and long term reality, work with other departments to assure that sales are profitable and that the company operates properly.

Read what others are doing in terms of pricing, number of employees, salaries, etc.. Observe market shares and all the other available information. The marketing plan impacts on all the other areas in the company.

#### Marketing



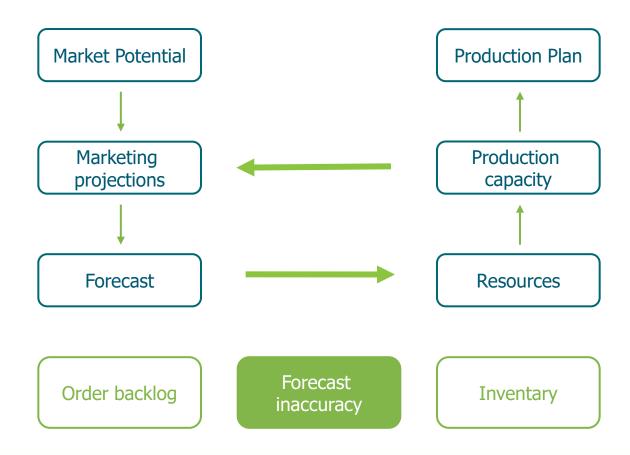
To make decisions in the marketing area you have a significant amount of information available. Some information is for free; other, you have to buy. With the available information, consider your decisions and make sure that you have read the manual on the subjects listed below.

- Prices
- Product Quality
- Research and Development
- Advertising
- Sales
- Product Availability
- Marketing Management

#### Marketing – think about...



### **Conflict: MARKETING / PRODUCTION**



#### Marketing



### The products

Up to 3 products

Decide how many products you want to manufacture and market.

#### THE DISTRIBUTION

Up to 3 markets

**UE** 

agents

**NAFTA** 

distributors

**E-COMMERCE** 

distributor

Decide how and in which markets you will be present.
Read the practical details in the manual.

#### **CONSUMERS**

You may buy information to know what consumers think about your products.

#### Marketing – Distribution



#### Orders forecast

You can sell using differentchannels or directly through the internet.

Study the manual to understand the rules.

UE

agents

- Number
- Commissions
- Financial Support

**NAFTA** 

distributors

- Number
- Commissions
- Financial Support

E-COMMERCE

distributors

- Website Development
- No of Ports
- Commissions
- Financial Support

#### Marketing – Advertising



Presenting the Company and the Products:

**Advertising** 

Study carefully, in the Manual, the effects of advertising on the different channels and markets

**Institutional** 

Long term

- By area

**Products** 

Short term

- By area

- By product

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#### Production and Distribution

The Production Department is responsible for the production and distribution of products by the most efficient and economic way possible; respecting the quality standards defined by the marketing policy. This requires working closely with the Marketing Department and Human Resources Department to be sure that sufficient manpower is available at a reasonable cost and to achieve the right balance to ensure machinery can meet demand.

The main decision is the production plan.

Many decisions in this area only take effect in the following quarters.

The Management Budget will have a significant effect on the quality of management of the production.

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#### Production and Distribution

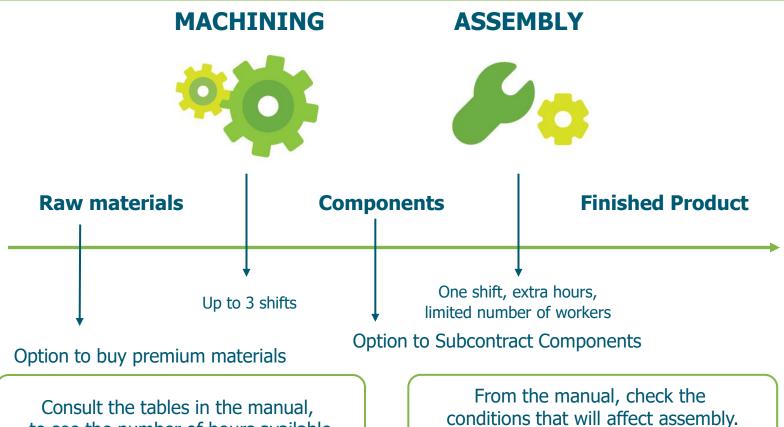
**Production and Distribution** will respond to the Marketing forecast. It's possible to decide to outsource some, or all of your machining work to external subcontractors in addition to, or instead of, machining components in your own factory. The production is never limited because of lack of materials, since they are always available in the occasional market, at generally, higher prices. Verify in the manual the subjects listed below:

- Machines
- Maintenance of the Machines
- Space availability
- Subcontracted components
- Carbon Footprint
- Guarantees and Quality
- Transportation, Storage and Distribution
- Purchase of raw material and Storage
- Information Technology
- Production Management

#### **Production**



#### Factory build/extend



Consult the tables in the manual, to see the number of hours available for production, for each of 3 shifts.

From the manual, check the conditions that will affect assembly. Assembly times are your decision, based on the quality standards defined

# Production - Production Time



	Raw material units	Manufacturing time	Minimum assembly time
PROD. 1	1	60 min.	100 min.
PROD. 2	2	75 min.	150 min.
PROD. 3	3	120 min.	300 min.

Maintenance and age of the machines influence machining time. Read, in the manual, how assembly is influenced by manpower.

### Production – Carbon Footprint



# CARBON FOOTPRINT



It is made up from the usage of energy by your factory \*

- There is a cost for offsetting your primary footprint. This service is purchased from a charity who plant trees whose lives will offset the carbon footprint you generate
- There is an option to buy premium materials which are environmentally friendly

<sup>\*</sup> heating and lighting, plus the energy used in your machining and assembly operations

# Google Market

#### **Human Resources**

Human Resources Management is responsible for providing the company with enough manpower and a motivated and efficient workforce. The workforce is recruited in a competitive market. The management of Human Resources requires the monitoring of the market and co-operation between departments to anticipate the needs of manpower.

Sickness, absenteeism, unrest, strikes; will influence the company costs. Wages influence the company success, including the top management remuneration.

#### **Human Resources**



It is therefore essential for Human Resources Management to work as part of the management team to ensure that requirements for workers are met, and that those who are working for the company do so under the best conditions that the company can afford.

The following points are covered in the manual:

- Labour market
- Specialised Labour and Training
- Remuneration and Conditions
- Top Management

#### Human Resources-The People



#### Stability v. Instability

Average quarterly wages
Overtime
Product Quality
Redundancies
Staff Training

- Recruitment
- Absenteeism
- Strike
- Staff reduction
- Train Assembly Trainees

Consider the effects of decisions in the Recruitment and Motivation areas Remember that this can affect significantly the company's capacity to operate efficiently

#### **Finance**



The Finance Department is responsible for ensuring that the company's funds are managed efficiently, in line with corporate strategy. This implies a variety of roles, which include monitoring:

- Profitability
- Investment and loans
- Assets
- Taxation and Dividend policy

Importantly, it must work closely with the management team with the objective of getting the highest Investment Performance, against which performance is judged.

Loans, Assets and Insurance influence the costs.

Read carefully the accounting procedures and understand all costs associated with the company management.

# Ĝ

Finance – Criterion: Investment Performance

# Each team runs a Company, with the objective of getting the highest Investment Performance

This criterion measures the investment 'return' for the original shareholders not just as the value of their shares\* at the end of the competition but also after allowing for any shares purchased, or sold, and also any dividends received.

\* Your share price is determined by many factors (check the manual)

#### Finance - Insurance



Sickness & workplace accidents

Non-current assets

Stocks: products & materials

Insurances minimise the cost of unusual events affecting the company results, but they do not replace a safe working environment provided by good management.

#### Finance – Cash flow



Bank Overdraft

Term Loans

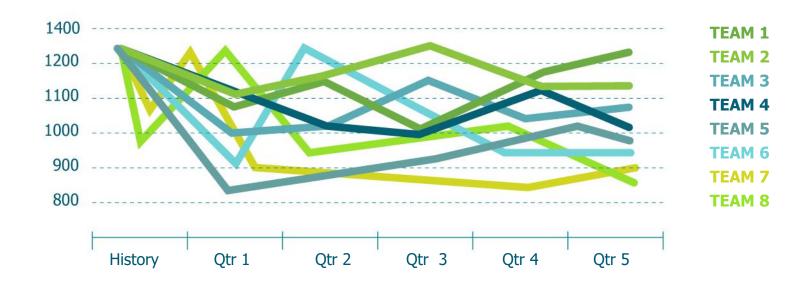
Unsecured Overdraft

Observe attentively these values, they will influence Investment Performance at the end of each period.

#### Competition - Objectives



# The highest Investment Performance AT THE END OF LAST QUARTER



#### **Procedure**



#### **DECISIONS**

The team leader is responsible for the decisions to be communicated <a href="https://www.sdg.pt">www.sdg.pt</a> until 13:00 of the decision due day.

(Avoid mistakes in the decisions data input. Verify your decisions input.)

## **Management Report**

Available at www.sdg.pt until 24h of the decision due day.

# Global Management Challenge



To guarantee the success of your company, you must examine the following documents

Competition Manual History of the company

