

***An Interpreneur's Journey:
The birth of a "new economy" business***

List of Job Duties (Chapter 7)

Task	Owner (Bill)	Ops Mgr	Office Mgr	Owner (Olivia)	Contract
Develop marketing materials	√				
Call on architects & contractors	√				
Make sales presentations	√				
Prepare quotes	√				
Close sale and get contracts	√				
Schedule work		√			
Get building permits		√			
Order Parts	√				
Receive and check inventory		√			
Track Inventory		√			
Assemble systems		√			
Train installers		√			
Supervise installers		√			
Install systems		√			√
Track timecards		√			
Handle customer problems/complaints	√	√			
Misc. on-site jobs		√			
Pay bills	√				
Handle banking			√	√	
Manage payroll	√				
Prepare tax returns					√
Bookkeeping				√	
Answer phones	√	√	√		

Bill uses this worksheet to determine who is going to be responsible for each business activity. In a startup, each person has to wear many hats and this type of analysis shows how stretched people will be and indicates where there are holes in terms of capacity or capabilities.