

# The Dream Team

An Office Simulation for the Sports-Minded Student



## PRE-GAME

# Decision Time Planning Form

It's decision time. Let's make some! Remember the scenario of the Dream Team simulation. Your long lost uncle, that you just discovered you had, has passed away. Fortunately, you were his last remaining relation and heir to his very large fortune. Being the sports-minded person that you are, you immediately want to fulfill a life-long dream of owning a sports franchise. You decide to tackle most of the work in starting the team yourself.

Before you can start the Dream Team simulation, you have a lot of decisions to make. Use the "Decision Time Planning Form" below and begin the process of developing your dream team. Use this worksheet to help you get organized.

- Decide what type of sports franchise you are going to own: baseball, football, basketball, hockey, volleyball, soccer, etc. Find a sport that you have a passion for.

- Sports Choice? \_\_\_\_\_

- Men's or Women's? \_\_\_\_\_

- What is the official name? \_\_\_\_\_

- What are the team colors? \_\_\_\_\_

- What is your team mascot? \_\_\_\_\_

- What is the team font? \_\_\_\_\_

- Where is your team headquarters located? Address?

\_\_\_\_\_

- Where are you going to play your games? Stadium? Field? Arena?

\_\_\_\_\_

- What else?

- Other owners/partners \_\_\_\_\_

- Head coach/manager \_\_\_\_\_

- Coaching staff \_\_\_\_\_

Most of what you do in this simulation is based on the decisions that you make right now. Make your decisions carefully!

## **Pre-Game—Project 1**

# **Memo to Instructor**

### **Objective:**

To create a memo.

### **Task and Project Overview:**

Your task is to type a memo to the instructor about decisions concerning your team. Now that you have made some decisions about your new team, you need to create a memo to inform the instructor on what you have decided and why. The instructor must approve your choices before moving on in the simulation. Use Word to do this job.

### **Skills Reinforced:**

Formatting, Entering text

### **Suggestions:**

- Fill out the Decision Time Worksheet from the Dream Team Data CD completely before beginning this project.
- Review the checklist provided at the end of this project to ensure that the project is completed properly.

### **Approximate Completion Time:**

0.5 to 1 Hour

**Instructions:**

1. Fill in the "Decision Time Planning Form" with information about your new sports team.
2. Using Microsoft Word create a new document.
3. Save the document as "Teacher Memo" to the "Dream Team" folder.
4. Create a memo.
5. Fill in the memo's heading information with the appropriate information for whom the memo is going to, whom it is from, what it is regarding, and today's date.
6. The first paragraph should tell what sport you have chosen and why.
7. The second paragraph should tell the specifics of your new teams such as name, mascot, colors, etc.
8. Review the checklist provided at the end of this project to ensure that the memo is completed properly.
9. Proofread your work for accuracy and format, including spelling and grammar.
10. Resave the document.
11. Print a copy of the document if required by your instructor.

## Example Memo:

# MEMO

To: [Your Instructor's Name]

From: [Your Name]

Date: [Current Date]

Subject: Dream Team Approval

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As you are aware, I am in the process of completing the Dream Team simulation. In order to continue in the simulation, I am required to create my own sports team. Please review the proposed team provided below. Please indicate if I have your approval to use the proposed band by completing the bottom portion of this memo and returning it to me.

**Proposed Sports Team:**

The name of my proposed is **[team name]**. The type of sport my team will play is **[type of sport]**.

The details of my team from the Decision Time Planning Sheet are **[list all details about your team]**.

# Memo to Instructor Checklist

Use the following checklist to review your work before turning it into your instructor.

- The memo is in the correct format.
- The memo heading contains the correct information.
- The memo's first paragraph contains information about what sport you have chosen and why.
- The memo's second paragraph contains information about the specifics of your new teams such as name, mascot, colors, etc.
- The memo has been checked for spelling and grammar.
- The memo has been completed to the best of your ability.