

Wikia in Business

Organizing and managing a small business

Objective	To easily organize and manage a small business through a Wiki site.
Goals	<ul style="list-style-type: none">• Employees will be able to check scheduled work times, important company announcements, collaborate on group projects as well as have every employee's contact information.
Materials	Manager <ul style="list-style-type: none">• Pre-made Wikia page• Computer• Copies of account set up instructions with URL to Company's Wikia page
Procedure	<ol style="list-style-type: none">1. Manager: The Company's Wiki should be the most basic lay out so not to confuse those who are not computer savvy. Including:<ol style="list-style-type: none">a. Scheduled work timesb. Important announcementsc. Upcoming projects and assignmentsd. Current projects and assignments with deadlinese. Contact information2. Employee: The employee will then use this site for all contacting and editing of group projects. Including:<ol style="list-style-type: none">a. Conflicts with schedule timesb. Submitting of Projects and assignmentsc. Ask questionsd. Contact manger and employees

(Create by James D'Imperio)