**Task Description:**  
Imagine you are the office manager of your new startup company. Your task is to design an **Office Management Plan** to ensure the smooth running of the office.

Your plan should address the following:

1. **Definition and Importance of Office Management**
   * Briefly define office management in your own words.
   * Explain why effective office management is important for the startup's success.
2. **Office Functions**
   * Identify at least **three key functions** (e.g., record-keeping, communication, or scheduling) that your office will prioritize.
   * Describe how you will implement and manage these functions effectively.
3. **Office Management Functions**
   * Outline a **step-by-step process** for planning, organizing, and coordinating a company-wide event (e.g., team-building day or product launch).
   * Highlight how you would motivate the team and maintain communication throughout the process.
4. **Office Organization**
   * Draw or create a simple **organizational structure** for the startup (e.g., hierarchical, flat, or functional).
   * Explain why you chose this structure and discuss one advantage and one disadvantage of using it.

**Deliverable:**

* A **3-page written report** or a **PowerPoint presentation** summarizing your office management plan.
* Include diagrams or visuals where necessary (e.g., organizational structure).

**Evaluation Criteria:**

* **Clarity:** Are the concepts clearly defined and explained?
* **Practicality:** Are the solutions realistic and applicable to an office setting?
* **Organization:** Is the information presented in a logical and professional format?
* **Creativity:** Does the plan show original thought and effort?

**Submission Deadline:** [14th Feb]