# Company Overview

Your task is to select a company (real or invented) that is small and manageable (less then 50 employees) and provide a summary of its business and structure. This will serve as the baseline for your assessment.

Basic elements required:

* Paragraph 1: Company name & structure
  + Company name
  + Is it real or fictional? If real, do you have personal contact with this company?
  + Privately held (owned by an equity firm, sole proprietor, or family owned business)? Publicly traded (it has stock traded on a market)? Non-profit organization? Government (local, state, or federal)?
    - Note: This matters because it will impact the rules they follow
* Paragraph 2: Summary of the Business
  + What is its business (what does it do)?
    - Be specific about what they do and how they make their money
    - Is it a manufacturer of things, does it provide services (e.g. lawyer, doctor, accountant), or combination?
  + What industry does it fall under?
    - Look at the PG County Chamber of Commerce Membership Directory for a good list of categories to draw from -(<https://business.pgcoc.org/list>)
  + Estimated annual revenue? Or, if non-profit or government, estimated annual operating expenses?
  + Number of employees?
* Paragraph 3: Summary of Business Functions (can do as bullet list)
  + Describe which of the following business process functions your company is likely to need (this is a way to begin identifying critical systems):
    - Does it use email & business productivity systems (e.g. Office365 or G Suite)?
    - Does it have a website? Does the website allow customers to transact business (e.g. make payments, order products, etc.)?
    - Does it need to process credit card payments or conduct automated bank transfers to get paid?
    - Does it need to process a payroll to pay its employees and withhold taxes?
    - Does it have an assembly line, production floor, or other place where equipment is used to make stuff?
    - Does it need a customer relationship management (CRM) system to manage its sales process?
    - Does it maintain a set of customer records that is likely to contain sensitive information? If so, what kind of records? Examples – health care companies maintain customer health records, tax preparation companies maintain customer tax records, retail stores might retain information for loyalty club members, etc.
    - Does the company have valuable intellectual property, trade secrets, or other proprietary information it needs to protect?