

## **Documentation Submissions Guidelines 2017**

- 1) Familiarize yourself with the electronic submission template. Inside your Google Doc folder you will find the following folders:
  - a. Design Motivation and Strategy
  - b. Team Procedures
  - c. Design Process
  - d. Organization
  - e. Documentation Rules

- 2) Notify Dione DeMitro @dionedemitro@lakelandcc.edu immediately of any additional emails that need to have access to your folder.

- 3) **Within each folder you will want to save a PDF of the content associated with the folder as described in the rules.**

Example: Within Design Motivation and Team Procedures there should be up to ten total files in the folder. Each file would be named according to the description in the rubric.

- Influences
- Offensive
- Defensive
- Winning
- Team Management
- Material Management/ Bill of Material
- Accounting/ Budget
- Time Management/ Project Scheduling
- Data Management
- Promotional/ Fundraising

You certainly could include multiple topics in one file. However, make sure the clearly name the file. If, as an example, you include influences, offensive, defensive and winning all in one file, then name it, “Influences, Offensive, Defensive and Winning”. **Make it easy for the judges to find.**

- 4) **All electronic submission will be due on April 19<sup>th</sup> in order to be considered for judging. You must still bring a complete portfolio to the interview on April 28<sup>th</sup>.**

- 5) Each team will participate in an interview on the safety check day. Your entire team should be prepared to answer questions about the manufacturing process and design strategy.