2025 Botball Period 1 Documentation Rubric
Project Plan

Organization and Planning

This section includes a sub-heading with the title of "**Organization and Planning"**, clearly separated from the text.

Organizer

The purpose is to help you organize and manage your time between the workshop and the tournament

Organizers may be a spreadsheet, gant chart, calendar, printed chart or table or use some other digital application. Google links cannot be used. Screen shots or pictures or pdf will all be acceptable. Refer to reference document for examples of online tools you could use.

The organizer must contain: (1) currently planned meetings the team will have, (2) any Botball tournaments they will be attending, (3) documentation deadlines-3 pts, and (4) any known conflicts (1 point per item). Examples of conflcts would be holidays, school closures, final exams, vacations or other activites that might interfere with your development schedule.

The organizer must contain at least 4 checkpoints for assessing progress of game goals and tasks. Checkpoints assure that you are checking progress and if problems arise you can solve them before running out of time for the project. You assess your progress at the checkpoints and then continue with or adjust your strategy accordingly.

Team Organization

The purpose of this section is help you think about how to organize your team

This section includes an outline of the division of labor within the group. Tell how the group will be divided to facilitate the completion of goals and tasks. Making sure you know who is responsible for what goal or task is important so you can make sure can have everything covered.

This section must include explain a demographic of your team in a **graph** of some sort (pie chart, bar graph, etc.). This could be how your team is divided up in terms of grades, ages, years in botball, or gender.

This section includes a summary of how your team will handle conflict resolution when disagreements or problems arise. When collabaorating and working with a team there will always be conflicts on what strategy or what design or solution to pursue. The team needs a well documented process for handling the disagreement or voting on the right path forward. It could be a vote, or it could be a structure of president, or head of mechanical have the last say or it could be your mentor/teacher can be the mediator.

Game Goals and Tasks

This section is to help you become familiar with the Game and to help you create game strategies for your robots.

This section includes a sub-heading with the title of **"Game Goals and Tasks"**, clearly separated from the text.

This section outlines at least **2 tasks** you intend to accomplish on the game board in the first **15 seconds of the game**, *one for each robot*. An example task would be robot 1 will go out and retrieve the hamburger from the warming shelf.

For each of the tasks above, outline at least **two subtasks** needed to accomplish each of the two tasks. To complete the retrieve a hamburger example above a sub task could be driving to the right location to grab it accurately, designing an arm to reach the shelf or designing a claw to grab the hamburger.

For the 2 tasks listed, you should rate each task on how difficult you think it will be for your team on a scale of 1-4. (1-Easy, 2-Medium, 3-Hard, 4-Expert)

This section includes how long you think it will take to build and program your robot to complete each task (we recommend no longer than 2 weeks).

This section includes what you will do if a task is taking you too long to complete. Explain how you will **evaluate** whether or not you should complete the task, modify the goal of the task, or completely change what task you are attempting.

Documentation Goals

This will help you with on-site presentations and help your team collect "team knowledge" that can be used by future team members

This section includes a sub-heading with the title of "**Documentation Goals**", clearly separated from the text.

Explain how your team will maintain continuous documentation of your design process throughout the season to record various iterations of your robot. Doing this will help with future documentation periods and your onsite presentation. This could be videos and pictures put into a powerpoint or pdf documentation, it could be a checklist with checkpoints and written documentation of progress.

Explain what your team will do to document what your team does throughout the season to pass knowledge onto your future teams or even to the Botball community as a whole. Do you share your information with other teams if so how, how do you save it for future teams to utilze.

Outreach and Volunteering

This section outlines how you will give back to your school and/or community

This section includes a sub-heading titled **"Outreach and Volunteering,"** clearly separated from the text.

Describe a plan for volunteering or outreach in your community that your team will complete. This could be helping at a local food bank, doing a food drive, helping with some school, church or community activity, demonstrating your robots for other schools, grade levels ETC.

Attend A Game Review

Attend a physical or virtual game review. This is to ensure your team is familiar with the 2025 Game Rules, new parts, and more.

Quiz

The quiz will help introduce you to rules and concepts in the 2025 Botball Game Review. The quiz may be taken multiple times and we will take the best score.

Total