COMPETITION READINESS REVIEW

[DATE:]

The purpose of the competition readiness review is to make sure that we are prepared for competition and have planned for, or are planning, all the necessary steps to participate successfully in the competition.

Outline:

11. Project Preparation
- Project testing status:
  - ➢ Discuss results from recent testing
  - ➢ Importance ranking for tests to be run in the future (list most critical first, i.e. your part could fail without testing, to least critical, i.e. it would be nice to test but it won't affect the outcome of competition)
  - ➢ Schedule future tests based on ranking system
- Preparation status of Design events and presentations:
  - ➢ Create a plan for obtaining necessary data for design and presentation events
- Check to see status of spare part manufacturing
- Create rating for each part:
  - ➢ *A: Critical* – we will lose without this part
  - ➢ *B: Important* – we could rig something and make it work, but it's not ideal and won't perform as well
  - ➢ *C: Not as important* – we can build/buy/obtain another one in the paddock in a reasonable amount of time.
  - ➢ *D: Unimportant* – it'd be nice to have, but we could run without it
- Create timeline for production of spare parts based on ratings of importance

12. Competition Events
- Dynamic events (If Applicable)
  - ➢ Statues of operator readiness
  - ➢ What training is still necessary?
- Static events
  - ➢ Update on design presentation preparation, cost report presentation preparation, and business presentation preparation
  - ➢ Verify presenters have all necessary material & information
  - ➢ Prepare and print out design materials (posters, charts, etc.)
  - ➢ Practice presentations

13. Team Member Positions
- Assign competition roles to team members
  - ➢ Start with most important roles first (i.e. crew chiefs)

14. Logistics of Competition
- Preliminary assignments for:
  - ➢ Getting there drivers
  - ➢ Lodging
  - ➢ Food money person
- Create spreadsheet of team members, assigned roles, and time schedule