



Documentation Due Dates 2019-20

All documentation due before Finals should be submitted electronically through BotsIQ's Blackboard Class.

Binder Organization	Prelims
Executive Summary (draft)	February 1 st
Cover Letters	February 1 st
Resumes	February 1 st
Industry Tour and Advisor Interview	March 1 st
Project Schedule (Proposed Schedule)	November 1 st
Project Schedule (Final Schedule)	March 1 st
Safety Plan (Proposed Safety Plan)	November 1 st
Safety Plan (Final Safety Plan)	February 1 st
Accounting / Fundraising	March 1 st
Promotional/Marketing	February 1 st

Preliminary Competition – rough drafts of the sections below may be turned in at the Prelim team registration. These sections will be reviewed by documentation judges prior to the Finals Competition. These sections will not be judged until Finals.

***Entire Documentation Binder is due at Finals (including a copy of the sections due above). At Finals, teams will receive their scores for every section.**

Executive Summary (Final Summary)	Finals
Weapon System Details	Finals
Frame and Armor Details	Finals
Drive System Details	Finals
Power System Details	Finals
Bill of Materials	Finals
Engineering Drawing Set and Assembly	Finals
Wiring Schematics	Finals

Yellow highlighted sections indicate the sections that teams must have a second copy in their Pit Binder for Safety Inspection at both Prelims and Finals. With the exception of the Safety Plan, drafts are acceptable at Prelims.