Appendix D: Sample Team Timeline

Tasks	Pre-Season																In- Season								Regionals & CMP								Post-Season / Pre-Season															
Months	September				October				November				December				January				February				March				April				May				June				July				August			
Weeks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Corporate Tasks																																															
Recruit Mentors																																															
Secure Corportate Funding																																															
Train Mentors																																															
Assign Mentors to roles																																															
Hold Team Mentor Meetings																																															
Secure Build Facility for Season ?																																															
School or Organization Tasks																																															
Secure Build Facility for Season ?																																															
Recruit Students																																															
Recruit Teacher Support/Mentors																																															
Secure School Funding																																															
Meet w/ School Administration																																															
Assign Teachers' Roles																																															
Assign Students' Roles																																															
Meet w/ Teachers																																															
Meet w/ students																																															
Research Scholarships w/ Students																																															
University Tasks (optional)																																															
Recruit University Support																																															
Recruit Mentors																																															
Mentor Training																																															
Team Tasks																																															
Conduct Team-Building Activities																																															
Provide training/workshops																																															
Research/Apply for NASA Grants																																															
Recruit partners/sponsors																																															
Recruit Community Support																																															
Create Safety Program/Guidelines																																															
Develop Team Logo & Style																																															
Develop Nickname & Short Name																																															
Create Media Plan/Appoint Liaison																																															
Develop News Release (s)																																															
Create Finance Budget																																															
Create Team Timeline																																															
Pay Event Registrations																																															
Hold Team Meetings																																															
Participate in Team Forum																																															
Attend/Participate in Off-Season Events																																															
TIMS Input																																															
Pre-Registration																																															
Register Team for Events																																															
Register for Kickoff																																															
Team Information/Program Books																																															
Team Demographics/Yearbook																																														
Competition Tasks																																															
Attend Kickoff																																															
Build Field (Or Partial)																																															
Brainstorm Robot Design																																															
Prototype Robot Design																																															
Build Robot Crate																																															
Build Robot																																															
Research Ship Options/Ship Robot																																															
Create/Practice Operator Team																																															
Travel Tasks																																															
Make Kickoff Arrangements																																															
Make Regional(s) Arrangements																																															
Make Championship Arrangements																																															
Chairman's Award Prep/Submit																																															
Review Requirements																																															
Document Fundraising Process																																															
Document Design & Build Process																																															
Develop Community Awareness																																															
Pursue State/Natl Awareness																																															
Research/Submit for Awards																																															
Autodesk Visualization Award																																															
Autodesk Inventor Award																																															
Safety Animation Contest																																															
Woodie Flowers Award Entry																																															
Research/Apply for Website Award																																															