Structure & Organisation

Running a *FIRST*® Robotics Competition team for the entire year comes with a variety of challenges. First of all, there is a robot that needs to be developed. But, beyond the robot, there are a lot of additional activities throughout the year. To make sure everything gets done in time by the right people, a proper team structure / organisation is needed.
This worksheet is going to help your team in defining the right team structure.

Structure & Organisation

- ❑ Go though this worksheet and its questions with your team.
- ❑ This worksheet includes the **following sections**:

1. Team Member Breakdown
2. Defining Robot Subteams
3. Defining other Subteams
4. Narrowing Down your Subteams
5. Team Leadership
6. Team Selection

01 Team Member Breakdown

DISCUSSION

Think about the capabilities of your team in terms of members.

1. How many students does your team have? Also split this up into roles i.e. first year, mentor, etc.

2. How many adults does your team have? Again split this up into roles

02 Defining Robot Subteams

DISCUSSION

Identify necessary subteams that center around the robot. Some of these include design, building, wiring and programing.

1. When thinking about building a robot, what kind of subteams come to mind? If you find more than 4, try to group them into larger or broader subteams.
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2. What are the responsibilities and activities for each subteam?
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03 Defining Other Subteams

DISCUSSION

Identify necessary subteams that do not center around the robot. Some of these include outreach, strategy, scouting, and media.

1. When thinking about other team activities. What kind of subteams come to mind? Again, if you find more than 4, try to group them into larger or broader subteams.
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2. What are the responsibilities and activities for each subteam?
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04 Narrowing Down Your Subteams

DISCUSSION

Use the ideas your team came up with during the activity on the previous pages to answer the following questions.

1. How would you identify if there are team members (students and mentors) that are interested or motivated to help perform these subteam activities?

   _____

   _____

   _____

2. Go back to the previous pages and think about how many team members are needed per subteam to fulfill their different activities and responsibilities?

3. Based on these numbers, is your team able to fulfill the activities you've written down?

   IF YES -> Skip to section 6 (Team Selection)
   IF NO -> Continue

04 Narrowing down your sub-teams

DISCUSSION

1. Rank the previously found activities within your team from most important to least important.
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2. Look at challenges that these subteams might face, analyze again how many team members per subteam you need to fulfill the activities. If needed, scrap the least important activities to generate less workload for your team. It is also possible for some students to be involved in multiple subteams. However, be aware this increases their workload by a lot. Don't do more than your team is capable of!

05 Team Leadership

DISCUSSION

Think about how you can have an effective leadership.

It is common practice to elect one or two students as the team captains. These students could be responsible to supervise most aspects of the team and work with their lead mentor(s).

1. How can students apply for the team captain positions? Think about what you want to know from them. Examples are a short questionnaire, written essay, or interview.

2. What qualities would a good candidate for this leadership position have? Also consider having lead positions on subteams, what would their responsibilities be and would this be decided upon through the same process?

06 Team Selection

DISCUSSION

Now it is time to get the right people in the right positions, this is where they learn the most, work the most efficient, but above all else, have the most amount of fun!

1. How would you find everybody's interests in subteams? Use the information to create sub-team rosters.

2. How would you go about letting leadership students or mentors assign roles based on everybody's interests and skills? Think about the fact that not everyone can for example build on the robot, or that some tasks just have to be done.