

## AdamBots Continuity of Operations Plan

*How does the team continue to function and meet our business plan if something major happens to our plan?*

Strategic Goal or Plan	Risk Assessment	Alternatives or Actions	Has this happened in the past?
Human Capital	<b>Loss of School Teacher</b>	Work with the school administration to find another teacher who is willing to work with the team. Provide volunteer mentors to help with the administration of the team.	In our history we've had several changes in teachers. In all cases, the school administration helped us find a replacement and we had to go through a training and restructure process.  In 2010, Mr. Hildebrandt decided to retire. However he was willing to continue to be the school's official mentor. We approached school administration and they agreed to let him continue under a special arrangement.
Human Capital	<b>Loss of Engineering Key Mentors</b>	If we lose a key engineering mentor, conduct a meeting with existing mentors and/or students to find a replacement.	In some cases we lose a mentor when a student graduates. We have been very fortunate that many of our engineering mentors stay with the team.
Human Capital	<b>Loss of Non-Engineering Key Mentors</b>	If we lose a key non-engineering mentor, conduct a meeting with existing mentors and/or students to find a replacement. Especially important to make sure we have a non-engineering mentor trained to handle paperwork and travel arrangements.	We've been lucky to have the same non-engineering mentor on the team who handles travel, team communications, school administration paperwork, and FIRST administration. We have not had to worry about this so far, but need to prepare for when Mrs. Drummer eventually retires from this assignment.
Facilities	<b>Loss of Build Location</b>	If we lose the CAD room, approach school administration of Adams High and Stoney Creek High to find another location. If this is not successful, search the Rochester Hills area for a sponsor that would support us by giving us a build location.	For years the team built the robot at the Siemens VDO machine shop when they sponsored the team. When Siemens VDO was purchased, they stopped sponsoring the team and we lost our location. Since then we have used the CAD closet and CAD room for our build, storage, CAD and programming work. To make this work with reduced space and equipment, we have some parts made by mentors who have machining capabilities at home. We also CAD the designs before we build to minimize space. We also use simple techniques due to lack of sophisticated equipment.
Equipment	<b>Loss of Computers</b>	Make sure programs and CAD drawings are back-up daily or as changed. Also make sure the programming software is available for uploading to another computer.	We had a computer hard drive crash in the past and lost our programming. Because it was not recently backed up, some of the programming had to be reconstructed.
Communications	<b>Loss of previous documentation for communications</b>	Store major information on the website so many have access to it in case of a person computer crash. Use cell phones for quick communications.	Not yet since the team information on personal computers has been backed up by the people who have it.
Finances	<b>Loss of Corporate Sponsors</b>	If we lose a major sponsor, work with parents to contact additional companies. Also, make sure we have some money left over at the end of the year to at least cover the Michigan District registration and robot build. Make strategic decisions on other items to stay within our budget to keep the team fiscally strong.	We lost several major sponsors in the past including Siemens VDO. We added GM, then Plex Systems, then SAIC, followed by the Chrysler Foundation this year. We reassessed our plans including the elimination of out of state regionals and introduced the 50% payments for going to the World Championship events to compensate for the reduced funds.