

# TEAM CONTINUITY PLAN

2009



**CYBER BLUE ROBOTICS**

PERRY MERIDIAN HIGH SCHOOL  
INDIANAPOLIS, INDIANA

[www.cyberblue234.com](http://www.cyberblue234.com)

# WHAT IF...?

- ...you lost your main sponsor?
- ...you lost your lab space?
- ...a natural disaster occurred in your area?



# WHAT IS A CONTINUITY PLAN?

- Many businesses create “Business Continuity” plans of action to allow them to continue operations in case of a major event that could threaten their business:
  - natural disasters
  - financial issues
  - personnel problems



# HOW THIS AFFECTS YOU

- *FIRST* Robotics teams also face real-world “Team Continuity” risks that could threaten the long-term viability of the team and the program:
  - weather related events
  - financial issues – sponsors, community, school
  - loss of key personnel (students, volunteer mentors, school administration)



# RISKS

- Risks that can be prevented
  - Action plans identify what steps to take to eliminate the risk
- Risks that can be managed
  - Action plans identify what steps to take to reduce the likelihood or impact of the risk
- Risks that are unavoidable at the team level
  - Action plans identify what steps the team will take if the risk occurs

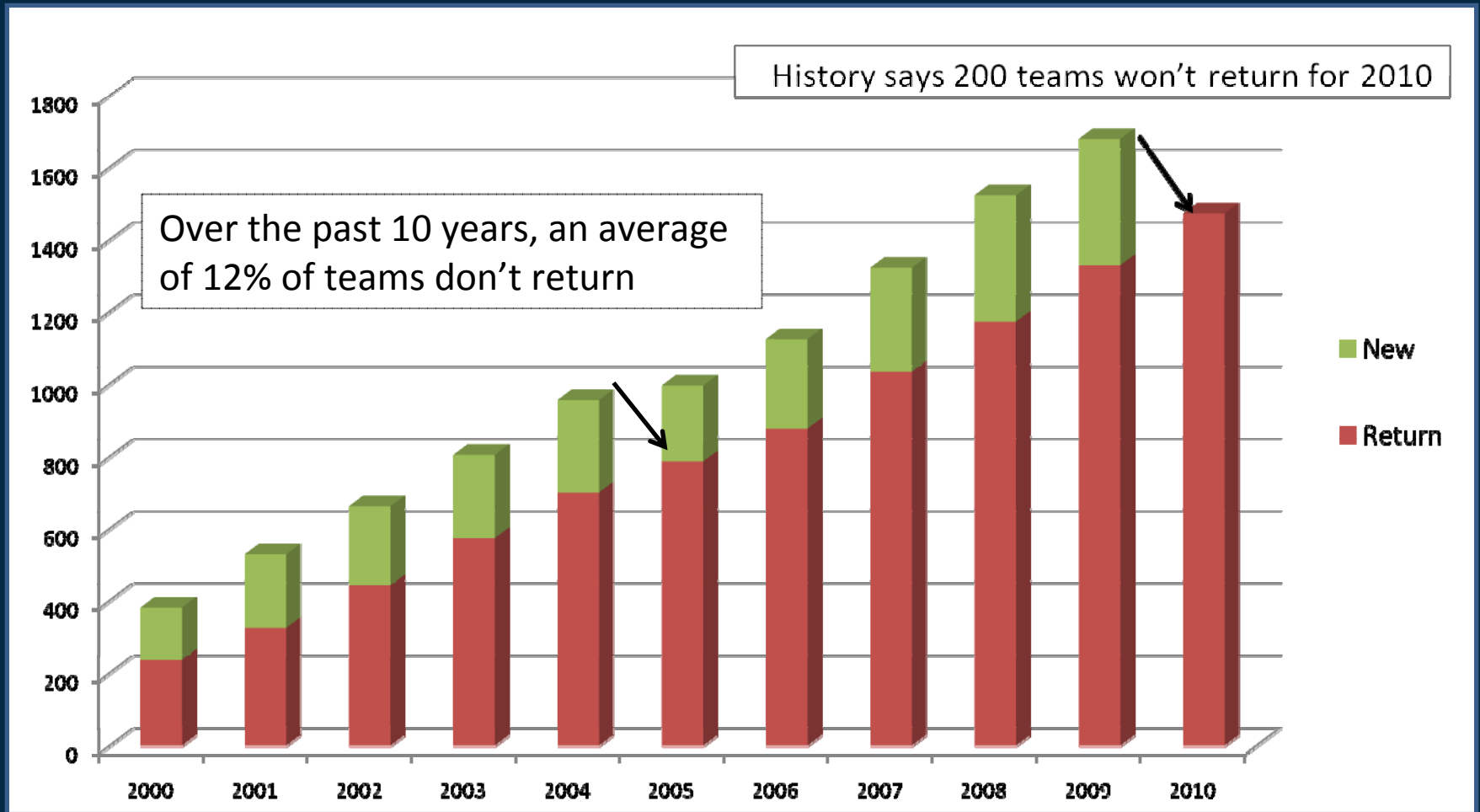


# *FIRST* STATISTICS

- For *FIRST* teams, these risks are real, and evidence can be seen by the number of teams that are active for 1 or 2 years, or more, and then seem to disappear overnight, taking with them the opportunities for students that are unique to *FIRST*:
  - Out of 3122 FRC Team Numbers, only 1677 are active in 2009 (Info from *FIRST* website)
  - Over the past 10 years, an average of 12% of teams do not return
  - Statistically, about 200 current Teams Won't Compete in 2010



# FIRST STATISTICS



Thank You Team 358 (Patrick Cloke) for the data used to create this chart

# CYBER BLUE'S CONTINUITY PLAN

- Identifies and defines team risks and potential impact to team
- Lists actions the team has taken or needs to take to address each risk
- Patterned after process used by our corporate sponsors



# Cyber Blue Background

- Perry Meridian High School, Indianapolis, IN
- 1999 - 9 students and a few mentors
- 2009 – 11<sup>th</sup> year – 40 students and 12 mentors
- This growth has been carefully planned and nurtured, but there is also an awareness that team's “fortune” could change quickly due to many factors, some of which are outside of the team's control.



# THE PROCESS

- Discussed “Continuity Plan” definition and importance of having one
- Involved entire team – both students and mentors
- Brainstormed and listed all events that could negatively impact team
- Assigned likelihood probability and impact level for each event (low, medium, or high)
- Listed specific impact on team
- Proposed plan of action to prevent, manage, or respond to event
- Compiled into published document



# FORMAT

- **RISK:** Statement of the Risk Item
- **Likelihood:** What is the “probability” of the risk occurring?  
Low: Less than a 25% chance  
Medium: Between 25 and 50% chance  
High: Greater than 50% chance
- **Impact Level:** If the event occurs, what is the impact to the team?  
Low: Minor impact, Reduced activity level  
Medium: Reduced participation in *FIRST* events  
High: Major disruption to the team, Threatened team continuation
- **Impact on Team:** Basic Description of what the impact to the team would be
- **ACTION:** Actions the team is taking to alleviate the occurrence of the risk, or to minimize the impact if it does occur



# EXAMPLE 1:

- **RISK: Loss of a Major Corporate Sponsor**
- **Likelihood:** Medium
- **Impact Level:** Medium
- **Impact on Team:**
  - Attend fewer regional competitions
  - Limit team travel
  - Increase costs to mentors and students
  - Reduce or restrict fall projects
  - Reduce support of school groups
  - Increase team fundraisers



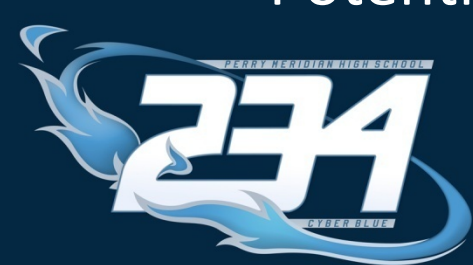
# RISK: Loss of a Major Corporate Sponsor

- **Action:**
  - Continue to do demonstrations at sponsors to highlight our program
  - Send sponsor thank-you letters and posters
  - Maintain a diversified sponsor base, continuing community sponsor activity
  - Retain enough money in the bank to pay for one event entry fee “next year”
  - Strive be a role model of team behavior and community presence
  - Maintain careful budgeting
  - Forward our budget planning into the next year



# EXAMPLE 2:

- **RISK: Loss of Build / Shop Area**
- **Likelihood: LOW**
- **Impact Level: HIGH**
- **Impact on Team:**
  - May be reduced to very small build space (garage or classroom)
  - Loss of machine tools and build area, loss of field practice space
  - May need to reduce team size
  - Potential move off of school property for meetings



# RISK: Loss of Build / Shop Area

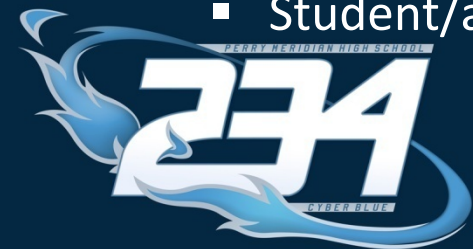
## ACTION:

- Keep area clean and organized
- Work to be safe and limit any injuries
- Fix things that break
- Share space with Project Lead The Way classes and other school groups – encourage partnerships
- Don't be in other parts of the building during meeting time
- Keep the principal aware and informed of the team activities
- Say “Thank You” to the administration
- Obtain “Teacher Sponsors”
- Provide special presentations to the school faculty and school board



# EXAMPLE 3:

- **RISK:**            **Student Leaders Not Able to Travel / Sick on Trips**
- **Likelihood:** LOW
- **Impact Level:** MEDIUM
- **Impact on Team:**
  - Less experience with driving, robot controls, repairs
  - Less experience talking to judges and visitors
  - Limited scouting ability
- **ACTION:**
  - Train multiple students in key areas
  - Always have established back-ups ready to fill in
  - Student/adult partnering for back-ups



# SHARING IDEAS

- What risks have your team experienced?  
(audience participation)



# BENEFITS AND KEY POINTS

- A Continuity Plan provides a roadmap to help insure the long-term viability of your program.
- Although there are no guarantees, the implementation of a Continuity Plan will help the team weather difficult times when they occur.
- A Continuity Plan is a living document and should be updated as the team and its environment grows and changes.
- A Continuity Plan is a natural partner to your Business Plan.



**THANK YOU!**

**ANY  
QUESTIONS/COMMENTS?**



# CONTACTS:

- This presentation, Business Plan, and Continuity Plan will be posted on:
    - [www.cyberblue234.com](http://www.cyberblue234.com)
    - [www.chiefdelphi.com/forums](http://www.chiefdelphi.com/forums)
- You can also contact us at:
- [lafultz@att.net](mailto:lafultz@att.net) –Lisa Fultz, mentor

