

## Document Controller: Special Ops Mission

For the attention of: **Document Controller**  
Mission: **Track your data**  
Location: **Spreadsheet**  
Launch date: **Week commencing 03 Dec 2018**  
Reports to: **Team Lead**  
Collaborates with: **Project Manager & Media Coordinator**

Tuesday 4th December 2018

### **Come in, Document Controller. Your specialist mission has landed.**

Industry thrives on data - you'll often hear the phrase 'data is king' in the workplace. Without accurate management information businesses cannot monitor customer activity, manage stock levels, track performance or forecast accurately. Poor data management would bring [Amazon's customer service](#) to its knees and crash Netflix!

Brilliant data management increases a project's performance. Fact. It's also one of the most valuable skills needed in STEM. Worryingly, thousands of data jobs are left empty thanks to a national skills shortage. This is where you come in...

While you're busy documenting your team's every move, we've issued you a specialist mission: we want you to report weekly on team attendance and performance helping analyse what's working, what's not and to predict any challenges ahead. Being able to analyse data, identify trends and respond quickly means you'll be able to spot problems, mitigate risks, and make positive recommendations to improve team performance.

As a bonus, your report is connected to FTC UK's Mission Control Centre, where our BOTfins (Brainiacs Of Tech) will deploy any extra support you need if your team is ever stuck in a rut.

Remember, this is *more* than robots.

Good luck, Doc! We're rooting for you.



## SPECIAL REPORTING DUTIES

### Report on your team's attendance

A strong team turns out so no one burns out!  
Document who shows up and whether a mentor popped by.

### Document your weekly 'Progress', 'Problems' and 'Plans'

Your Media Coordinator or Communications Officer will be reporting this on Instagram. Keep a detailed version in your team report.

- Progress – your achievements this session
- Problems – challenges you need help with
- Plans – what you're excited to tackle next

### Learn to manage data crucial for your team's Engineering Notebook

Be the first to spot data trends and act fast to resolve problems. Print out the complete report and insert it into your notebook for judging.

### How to radar to mission control

If you're really stuck in the mud and need Mission Control's assistance, [add a comment](#) to your progress report, tagging [@help@firsttechchallengeuk.org](mailto:@help@firsttechchallengeuk.org) with your comment and the team will respond, sharpish!

## MISSION HACKS

### Great teams collaborate

A great controller never leaves a comrade behind. Discuss how you will work together with your Project Manager and Media Coordinator/Communications Officer.

### Dream *FIRST*

Champion the *FIRST* values of discovery, innovation, impact, inclusion, teamwork, fun.

### Be disciplined

Strong data management requires a schedule. Pick a day to update your report and stick to it.

### Don't remix the data

Data is the most powerful when it follows a standard structure. There are hundreds of reports just like yours communicating with Mission Control at HQ. If you change the structure you may break the feed and implode Mission Control. Just saying...

### Be honest

Document the ups and downs, so you and the Project Manager can assess how well everything is going.

### Support each other

Help everyone excel and the championships will be awesome.

### Write history

Your report is the *FIRST* of thousands to follow it. Show future competitors what your team is made of.

## PRE-FLIGHT CHECKLIST

- ❑ **STEP 1** Tell your team about your mission and how they can support you.
- ❑ **STEP 2** Access your team report via the link sent to your Team Lead and bookmark it somewhere. A digital bookmark is best, avoid using chalk and stone in this weather.
- ❑ **STEP 3** The first tab is your team register. Fill in your team's information and keep tabs on their attendance during your weekly sessions.
- ❑ **STEP 4** Work with your Media Coordinator or Communications Officer to document your three P's – **Progress, Problems, Plans**. They will be preparing this for Instagram. You can go into more detail if you wish to.
- ❑ **STEP 5** The report is only a template. Consider how you may want to add extra tabs that may be useful for your Engineering Notebook. Perhaps you want to monitor team confidence or whether you're running to schedule. It's up to you. Just don't alter the first two tabs.
- ❑ **STEP 6** Keep going! Your report can be added to your Engineering Notebook for judging.
- ❑ **BONUS** If you're really stuck and need Mission Control's assistance add a comment to your progress report, tagging [@help@firsttechchallengeuk.org](mailto:help@firsttechchallengeuk.org) and the team will respond, sharpish!