<u>Today's Forum: The Challenge Design Document</u>

Forum 6: The CDD

- Structure and criteria for the CDD

- Tips on effective process for collaborative writing

- Examples of effective graphics

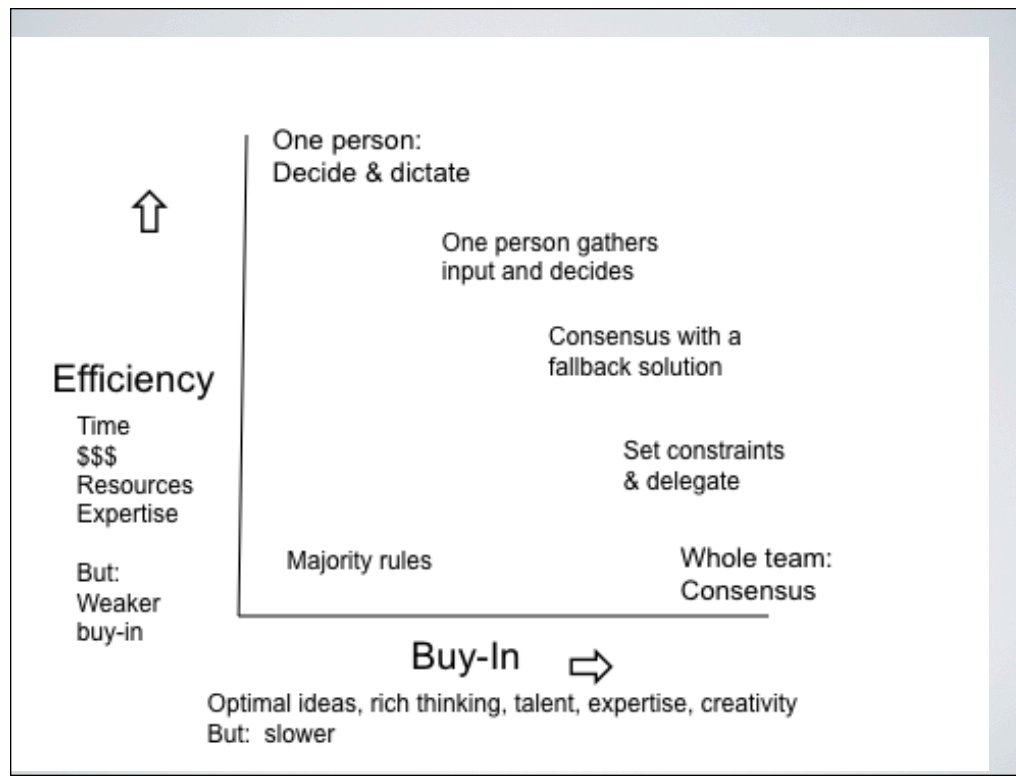- Practice with key communication tasks

The Structure of the Challenge Design Document

1. Overview (team-written)

2. Problem statement (team-written)

3. Assumptions (team-written)

4. Technical approach:
   Carve out one technical section per team member.
   Each section should be substantial, and
   individually written (author identified).

5. Concrete capability milestones (team-written)

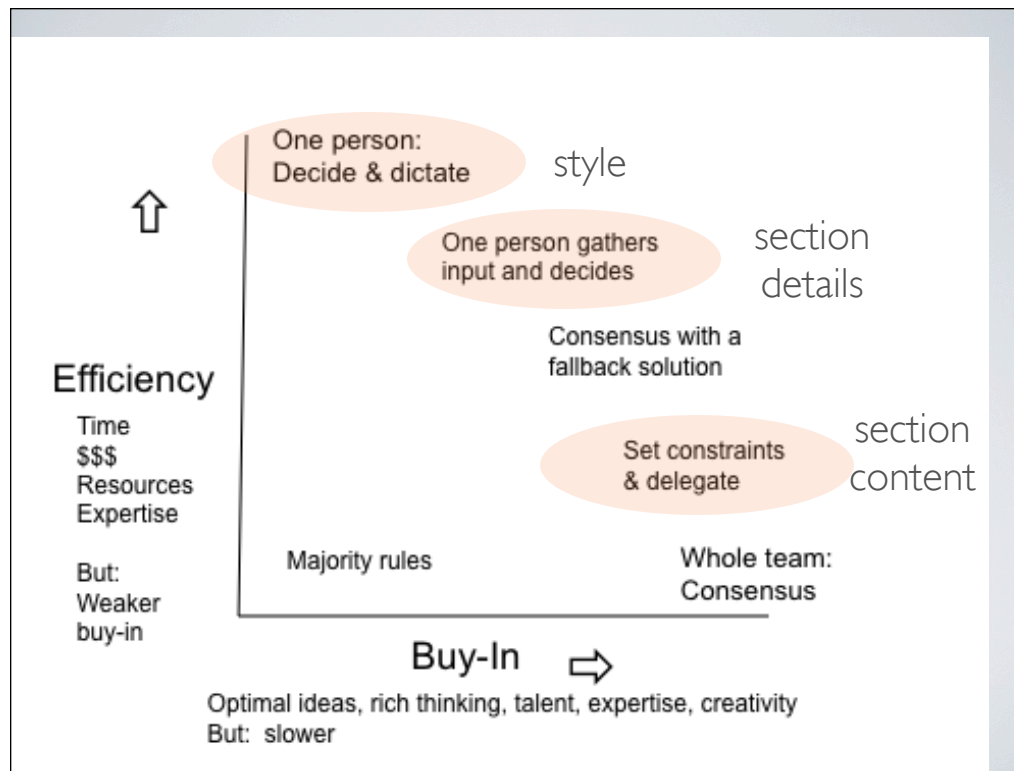6. Key graphics

Due 1:00 pm 4/17.

2

The Rubric

Attached separately.

Efficiency

⇧

Time
$$$
Resources
Expertise

But:
Weaker
buy-in

One person:
Decide & dictate

One person gathers
input and decides

Consensus with a
fallback solution

Set constraints
& delegate

Majority rules

Whole team:
Consensus

Buy-In ⇨

Optimal ideas, rich thinking, talent, expertise, creativity
But: slower

Remember as you plan the writing of your CDD that everyone does not have to be involved in every decision. But some decisions will best be made by consensus.

So allow ample time to plan your process.

For decisions that require some other proportion of efficiency / buy-in, there are other ways of making decisions that will allow you to be efficient while at the same time getting people's support.

Suggested division of labor for final CDD:

Task	Accountability
- Write team-written sections	> two-person consensus?
- Read sections for consistency of content	> everyone, with lots of consultation
- Check document against rubric bullets	> one person, one bullet
- Edit for consistent style and readability	> one person
- Proofread and correct	> one person in charge, everyone contributes
- Step back and assess	> everyone

These are suggestions for dividing up your work. Use them as a basis for your discussion. Decide on what will work for your team.

Be critical and supportive.

Revisit your team guidelines.

Practice

Find or write the key point of each paragraph.

What is the <u>one thing</u> that a reader <u>must</u> understand in the paragraph?

Put that sentence first.

Read the paragraph aloud to hear the difference.

Practice

Make each of these milestones specific:

"On date X, our robot will do Y."

What questions do you have?