



Technical Documentation Supplemental Information

PHOTOGRAPH OF YOUR COMPLETED ROV

In your technical documentation you must include at least one photo(s) of your completed, assembled vehicle, in addition to any photos of individual systems and/or payload.

You are permitted to make modifications that may change the look of your vehicle between the time you submit your report and the competition.

NOTE: Reports will not be re-evaluated and rescored for any changes to your vehicle from the time that you submit your documentation and the competition.

SID

See the Design and Building Specifications section of the competition manual for guidance on creating your system interconnection diagram (SID).

ACCOUNTING

Budget

At the beginning of the project, companies should establish a budget.

A budget is different than a project costing sheet (see the next bullet) in that it is a projection of the cost of the project.

Companies should create categories and realistically estimate what they think that they will spend in each.

If well-thought through, the project costing will align with the budget (i.e., the amount budgeted for a certain category will be the actual amount spent!).

The budget can be included as an appendix.

Budgets typically don't provide estimates for every part, either just the overall categories or the categories and larger purchases.

How the budget is split up will be different for each company, though it is suggested that the company goes further than just a budget of parts and travel (for example, break it up into the overall components, chassis, electrical, travel, etc.)

Including items being re-used in the budget can be helpful to figure out how much the team estimates it will need to raise funds for.



Technical Documentation Supplemental Information

Example Budget

				Reporting period	
School Name:		Zande High School	From: 12/1/2014		
Instructor/Sponsor:		Jill Zande	To: 5/28/2014		
Income					
<i>Income at start of project (if any)</i>					
Source				Amount	
Zande High School Grant				\$	1,000.00
Expenses					
Category	Type*	Description/Examples	Projected Cost	Budgeted Value	
Hardware	Purchased	PVC pipe, tees	\$ 2,000.00	\$	2,000.00
Electronics	Purchased	Control boards, wire	\$ 500.00	\$	500.00
	Re-used	Logitech Extreme 3D Pro	\$ 35.00	\$	-
	Donation	2 SeaBotix Thrusters	\$ 2,600.00	\$	-
Sensors	Purchased	Lights Camera Action SS-AquaCam	\$ 1,000.00	\$	1,000.00
Travel	Purchased	1 round-trip airfare to St. John's	\$ 1,500.00	\$	1,500.00
General	Purchased	Marketing material, transportation packaging	\$ 150.00	\$	150.00
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-

***Items must fall into one of the following:**

Purchase - defined as items that will be purchased new or services paid for.

Re-use - defined as items that were purchased in previous years. Amount MUST be listed as the current market value.

Donation - defined as equipment, materials, and time that were contributed to your company.

Total Income:	\$	1,000.00
Total Expenses:	\$	7,785.00
Total Expenses-Re-use/Donations:	\$	5,150.00
Total Fundraising Needed:	\$	(4,150.00)



Technical Documentation Supplemental Information

Project costing

Project costing is an accounting of your income, donations, and expenditures.

Items must be listed as one of the following: purchased, re-used, parts donated, or cash donated.

For re-used or donated items, report the item's current market value and note the source or organization that made the donation.

Example Project Costing

							Reporting period	
School Name:				Zande High School			From: 12/1/2014	
Instructor/Sponsor:				Jill Zande			To: 5/28/2014	
Funds	Date	Type*	Category	Expense	Description	Sources/Notes	Amount	Running Balance
	12/1/2014	Purchased	Hardware	PVC	PVC pipe, tees	Used for vehicle frame	\$ (200.00)	\$ (200.00)
	12/5/2014	Re-used	Electronics	Joystick	Logitech Extreme 3D Pro	Used for control system	\$ (35.00)	\$ (235.00)
	1/10/2015	Parts donated	Sensors	Camera	Lights Camera Action SS-AquaCam	Won at a previous competition	\$ (600.00)	\$ (835.00)
	1/31/2015	Purchased	Travel	Airfare	1 round-trip airfare to St. John's	Chaperone's ticket	\$ (900.00)	\$ (1,735.00)
	2/2/2015	Cash donated	General		Funds donated by local Rotary Club	Used for general vehicle construction	\$ 500.00	\$ (1,235.00)
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
*Items must fall into one of the following:								
Purchased - defined as items that are purchased new or services paid for.							Total Raised	\$ 500.00
Re-used - defined as items that were purchased in previous years. Amount MUST be listed as the current market value.							Total Spent	\$ (1,735.00)
Parts donated - defined as equipment, materials, and time that were contributed to your company. Do NOT include items given to your school for general use.							Final Balance	\$ (1,235.00)
Cash donated - defined as funds contributed to your company. Do NOT include funds given to your school for general use.								