



BumbleB 3339

BCP Program

Business Continuity Program

Table of Contents

Table of Contents	1
Introduction.....	2
The Plan.....	2
The Main Goal.....	2
Work Assumptions.....	2
Part 1 - Preparations	2
Examples of Essential Documents:.....	3
Preservation Of Documentations:.....	3
Risks Assessment:.....	3
Part 2 - Recovery	5
Organizational Preparation and management routine:.....	5
Team's Morale:.....	5
Recovery:.....	6
Mandatory Equipment:.....	6
Funding:.....	7
Restocking:.....	8
Part 3- Event Debriefing	9
Debriefing Purpose:.....	9
Classification of Lessons:.....	9
Part 4- Appendix	10

Introduction

The BCP - Business Continuity Plan was created in order to assure the operational continuity of the team's activity in a time of crisis in a specified period of time. This document will talk about continuity in a time of crisis as a result of a disaster. There are different levels of a disaster, some will shut down a team's activity completely, and some partially. Most disasters cannot be foreseen but we can take cautious actions to prevent them from shutting down the whole operation and finding effective ways to recover.

The Plan

This plan will be used by team BumbleB #3339 in case of emergency/shutting down of operations due to different factors.

The Main Goal

The main goal of team BumbleB #3339 is to continue and to preserve the community and professional activity that has taken place until now. The main points are:

- Preserving team activity
- Preserving the team's budget
- Preserving the team's knowledge and information

Work Assumptions

- An event that affects the team's operational capability
 - Losing a workshop
 - Losing equipment
 - Losing information

Part 1 - Preparations

General:

- Essential documents that the team needs in order to continue working on her mission.
- The essential documents have to be backed up and stored in a few places - both physical and digital.
- The documents must be easy to identify and available for immediate use.
- It's important for the documents to be protected from loss or damage.

- These documents will help the team to return to an active state in a short time and will ease the recovery progress.

Examples of Essential Documents:

- Professional documentation of CADs, codes and documents (awards, business plan, essays).
- Team media - videos and images.
- Authorisations and permissions to use different softwares.
- Insurance details of the workshop and equipment.
- Stock lists.
- Alternative location where the team can work in case the workshop was harmed.

Note: In order to keep this document relevant, it's important to make sure the document is updated every year and arranged accordingly.

Preservation Of Documentations:

- Scanning important documents and preparing copies.
- Preserving physical copies of the documents outside the workshop (DOK for every key role in their field of management, printing essential documents.
- Preserving the electronic files in an external drive that is kept outside the premises and also using a cloud platform that's protected by a password.

Risks Assessment:

In order to be prepared in case of an event, assess risk assessment.

The risk management should be updated once in a while to keep it relevant as possible.

Here are some examples of risk assessment:

Risk 1: The team doesn't have a place to work (severity: 5, probability: 3, risk level: 15)

Way of coping:

1. getting the local government to help the team find a temporary alternative place to work at while preparing the workshop with the insurance company.
2. Creating a backup plan to evacuate classrooms if there is no available place.
3. The section should be updated once a year in order to keep it relevant.

Risk 2: Lack of resources (severity: 5, probability: 5, risk level: 25)

Way of coping:

1. Reach out to other teams to borrow and get equipment.
2. Starting a crowdfunding campaign on social media.
3. Utilizing donations that were funded pre-season.

Risk 3: Delay in robot building (severity: 5, probability: 5, risk level: 25)

Way of coping:

1. Reach out to other teams in the area to help with manufacturing.
2. Fast purchase of tools and equipment.
3. Carrying out urgent synchronization discussions and purposeful handling of bottlenecks.

Risk 4: There is no place for a game field in the new workshop (severity: 5, probability: 5, risk level: 25)

Way of coping:

1. Building a temporary place for the game field outside of the workshop.

Risk 5: There is no budget to build the gamefield (severity: 5, probability: 5, risk level: 25)

Way of coping:

1. Raising concrete donations from a concrete company to build a floor.
2. Getting companies in the metal and awning fields to build a tent for the game field at a manufacturing price.

Risk 6: Lack of motivation of team members due to the event and the fear of not being able to conduct a normal season (severity: 5, probability: 3, risk level: 15)

Way of coping:

1. Invest time in the formation of the team members.
2. conducting a group talk about separating the workshop from the team spirit.

Risk 7: Due to the delay in the robot the software team doesn't have enough time to conduct tests on the robot (severity: 5, probability: 5, risk level: 25)

Way of coping:

1. Creating and writing a code for everything possible before the robot is ready
2. Putting time in software tests without a robot as long as it is possible.

Risk 8: The drive team won't have enough time to practice (severity: 5, probability: 5, risk level: 25)

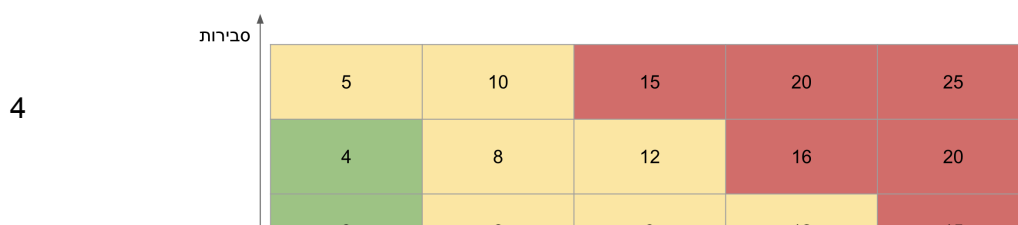
Way of coping:

1. Daily synchronizations of robot usage among the different sub-teams.
2. Documenting and fixing quickly different malfunctions using a malfunction system.

Risk 9: Lack of equipment that was found out about at a late stage of the season (severity: 4, probability: 4, risk level: 16)

Way of coping:

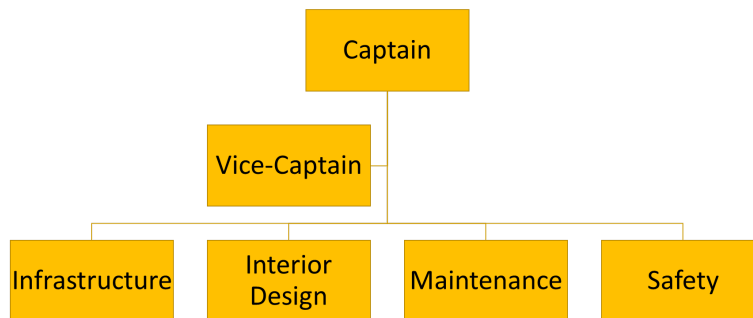
1. going over all of the budgets and stockists.
2. Identification of all of the equipment that is needed and creating a list of equipment that needs to be purchased.
3. Publishing the list to different teams and purchasing the equipment accordingly.



Part 2 - Recovery

Organizational Preparation and management routine:

In order to cope with an event, organizational preparation is required. It should include the establishment of different divisions to create a new routine of management and control.



- **Infrastructure team-** The team is in charge of setting up and arranging the electrical infrastructure, communication, internet and water in the new workshop.
- **Maintenance team-** The team is in charge of fixing up and arranging the procedures of the workshop, general maintenance and the cleanliness of the workshop.
- **Safety team-** The team is in charge of safety procedures in the workshop, emergency procedures and arranging equipment in case of an emergency.
- **Interior design team-** the team is in charge of the general appearance of the workshop, designing and organizing it and the appearance of the game field tent.

Team's Morale:

The team routine is what holds the team together, therefore it's important for the morale of the team to get back to fully function.

The activities that we will present are crucial to recover the team after a disaster or a crisis.

	Activity	purpose	POC/manager
--	----------	---------	-------------

1	Training	Preserving knowledge	Captains and subteam leaders
2	Team meetings	Keeping up morale and consistency	Captains
3	Connection with the community	Continuing to expose the community to the STEM fields and robotics	Community sub-team
4	Marketing and funding	Returning into a fully functioning team, establishing connections with sponsors and exposing the general public to the team.	Marketing and funding sub-teams

Recovery:

During a crisis, it is advised to recover in the best and fastest way possible according to a time limit to get back to fully functioning. To do that, we will set to ourselves a period of time to recover from the disaster according to the amount of damage in and the time of the year. We will divide the damage into three different categories:

Minor damage- a burglary or tampering with the equipment, and damage that came to attention when purchasing the equipment.

Partial damage- minor damage to the workshop, flooding, partial fire, etc...

Situation where it is possible to work in the workshop while fixing the parts that are disabled.

Full damage- a disaster that consumes the entire workshop- devices, robots, teams history, the equipment and the workshop itself.

	Time of the year/damage category	Minor damage	Partial damage	Full damage
1	A month before and into the season (December-January)	Between a day to three days	Between 7 to 10 days	Two and a half weeks
2	Middle of the season	Between a day to three days	Workshop: up to 2 weeks.	Begin recovery for the next

	(February-March)		Equipment: up to 3 days	season- two months
3	After the season (April-December)	Equip until next season- middle of September	Up to the middle of September	Workshop: Until October Finishing Purchasing: Until the middle of December

Mandatory Equipment:

In order to recover from a disaster, the items on the equipment lists should be sorted according to their necessity level given their importance to a robot and the number of sub-teams that are dependent on it. Below:

Necessary- the goal cannot be reached without it.

Important- allows effective work for example quantities of specific equipment

Advisable- allows a routine in the same conditions as they were before the disaster. (large quantities of equipment, equipment that isn't urgent, etc...)

Item	Necessary	Important	Advisable
computer	V		
drill	V		
roborio	V		
cameras to document		V	

Funding:

Fundraising:

- Using social and communication platforms- exposing as many people and teams as possible. Starting a crowdfunding campaign and publishing it on social media. Social media such as: Instagram, Facebook, LinkedIn, chief-delphi and publishing through parents and mentors to the close community. In the public eye: Israeli television, radio and global network services.
- Creating a video that shows the disaster and the way to help.
- Building an information system

Recruiting sponsors:

A team needs sponsors in order to operate during a routine and during a crisis, how can we recruit them?

Guiding points to recruit sponsors:

- **Reaching out to the close community-** reaching out to the community, mapping out all of the companies that can help and assist, attempting to fund a materialistic donation and not necessarily monetary (equivalent)
- **Order and organization-** During the process of reaching out and funding while calling many sponsors it is very easy to lose track. Therefore, a tracking table should be managed to keep up with the different sponsors, it should include the contact person from the company and the team member who is in charge of contacting them. (HUBSPOT- software to track sponsors)
- **Preserving sponsors-** It is important to preserve as many sponsors as possible that will keep supporting the team. The company should be informed on the progress, the improvement of the team's condition. As well as the activity, frequently, showing the company how significant their help is and giving them the feeling that they are a part of the team could be very helpful to keep a sponsor.

Restocking:

To function in the best way during the season a stock list should be created. The list should be divided into two main parts: mechanical equipment needed to build a robot and basic equipment for the workshop that allows the team members to function daily while working.

Mechanical equipment list- see Appendix A

Basic workshop equipment- see Appendix B

Moreover, it is recommended to create a provider list so that in case of a disaster the team will know who to contact to purchase the needed equipment from each provider.

Part 3- Event Debriefing

Debriefing, Learning lessons and evaluating our performances, we will use these tools to check our performance, in retrospect, to prevent future failures and to recreate successes as a part of a constant process of improvement.

Debriefing Purpose:

The debriefing's purpose is to figure out what happened and why. That is by listening to the participants tell of events and the evidence to reach conclusions. Based on the conclusions lessons will be learned for improvement (processes and results) and to preserve the wanted performances of the team.

This process is meant to check the actual outcome of a certain activity and the details of its execution against the wanted result. That is understanding the factors causing the gap and learning lessons to prevent similar gaps from occurring in the future.

Classification of Lessons:

At the end of the debriefing, lessons and conclusions will be drawn and recommendations for the future will be formulated. After formulating the conclusions we will start embedding and instilling them in the team, as a part of a constant progress of improvement.

Part 4- Appendix

Appendix A:

כמות	מידות	סוג	כלים		
			כמות נדרשת	מוצר	
100	M3 X 12	ברגים שטוחים (ראש אלון)	1	פטיש פלסטיק	פטיש
100	M3 X 20		4	קלמרות (קליבות) 60ס"מ - פלסטיק	קלמרות
300	M4 X 12		6	קלמרות (קליבות) 45 ס"מ - פלסטיק	
300	M4 X 16				

300	M4 X 20		2	מטר - 20 מטר (בד)	מטר	
300	M4 X 25		2	מפתח: פתוח - סגור 5.5 מ'מ	מפתחות	
300	M4 X 30		4	מפתח: פתוח - סגור רצ'ט 6 מ'מ		
300	M5 X 16		2	מפתח: פתוח - סגור רצ'ט 11 מ'מ		
300	M5 X 20		5	מקדח 3.3 מ'מ	מקדח	
300	M5 X 25		10	מקדח 4.3 מ'מ		
100	M6 X 12		5	מקדח 7 מ'מ		
100	M6 X 20		2	סט מפתחות אלן מילימטרי: 2-8 בקפיצות של חצי - T	אלן	
100	M6 X 25		1	אקדח לחץ אוויר פיה ארוכה	פנאומטיקה	
200	X 1.1/8 1/4		2	מהדק זוויתי 90 מעלות	קלמרה	
200	X 1.3/4 1/4		2	בוקסה - 8 מ'מ	בוקסה	
100	M3 X 12		ברגים (ראש רגיל - אלן)		מברז 3מ"מ - (1 צעד)	מברז
1000	M3 X 20			2	מברז 1/4 מ"מ - (1 צעד)	
200	M4 X 8	2		מברז 3/8 מ"מ - (1 צעד)		
200	M4 X 12	2		מקדחי כוס סט למתכת - סט מילימטרי	מקדחים מיוחדים	
200	M4 X 16	1		מקדח שקען 12 מ'מ	שקען	
200	M4 X 20	1		מקדח שקען 16 מ'מ		

200	M4 X 25		1	מקל מגנטי גמיש - 40 ס"מ	
200	M4 X 35		1	רב תא 6	אחסון
50	M4 X 45		4	שאברים	שונות
50	M4 X 70		3	מברשות לניקוי	
50	M4 X 80		30	משקפי מגן	
100	M5 X 12			חותך צינורות	
100	M5 X 20			מדגש אוטומטי	
100	M5 X 25				
500	M5 X 30				
100	M5 X 35				
100	M6 X 20				
100	M6 X 25				
100	M6 X 30				
100	M6 X 35				
80	M6 X 40				
200	X 1/4 "1/4				
200	X 5/8 "1/4				
200	X 1.1/8 "1/4				
200	X 1.3/4 "1/4				
50	X 1 "3/8				
50	X 2 "3/8				
50	X 3 "3/8				
עובי - חיצוני - פנימי במילימטרים					

500	X 8 X 1 4.5	שייבות (שטוח)			
500	X 12 X 1 4.5				
500	X 10 X 1 5.5				
500	X 15 X 1 5.5				
100	X 12 X 1 6.5				
100	X 15 X 1 6.5				
200	X 6 X 1 3.5				
200	M4	שייבות קפיץ			
200	M5				
200	"1/4				
100	M3	אום			
500	M4				
500	M5				
200	M6				
200	פרפר - 1/4"				
500	"1/4				
50	"3/8				
100	M3	אום ניילוק			
500	M4				
500	M5				
200	M6				
500	"1/4				
1000	M4 X 8	ניטים (ראש רגיל)			

500 (הגיע 1000)	M4 X 6				
500	M4 X 12				
300	M4 X 15				
1000	M4 X 8	ניטים (ראש רחב)			
500+200	M4 X 12				
200	M5 X 8				
300	M5 X 12				

Appendix B:

מוצר

ערכת עזרה ראשונה
ארון עזרה ראשונה
לורדים שחורים עבים
מחקים
מחדדים
דפי משבצות
סלוטייפ
חבילות טושים צבעוניים
אקדח דבק חם
ריפיל לדבק חם
כוסות לשתייה חמה חד"פ
כוסות לשתייה חד"פ
מהדקים
סיכות למהדקים
שקיות זבל
חומר לניקוי רצפות
סבון ידיים
נייר טואלט
נייר תעשייתי לניגוב ידיים
מתקן לנייר תעשייתי לניגוב ידיים
סמרטוטי רצפה
מגבוני אקונומיקה
מטאטאים
מגבים

טושים שחורים
טושים כחולים
חומר לניקוי חלונות
נייר סופג
חומר לניקוי אסלות
דלי מגבונים
פחים שחורים

Appendix C:

Internal communication procedures:

Contact list of all the team members (mentors and students):

Name	Phone Number	Parent's Phone Number (optional- just for kids)	Picture