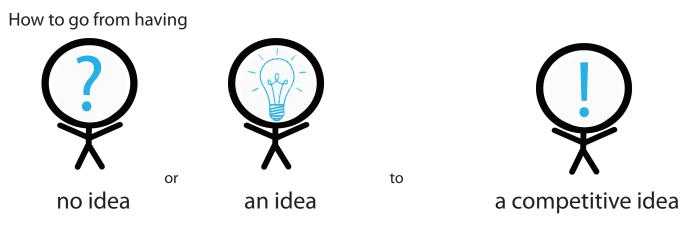


### In this guide:



## Milestones to get you on track

Get your team ready for your debut on March 24, 2014

## Navigating the SPEED Website

Design Portfolio Contact and communication A Help Wanted/Help Offered Page Entering the Competition and Getting Started! Creating a Group Page in the SPEED portal Submitting Milestones

### Mentors

How to request a mentor How to make the most of your mentor Matching your needs with a mentor's skills

### About this Competition:

This Implementation Competition is the follow-up step to the Action Plan Competition that occurs at the annual Global Student Forum (GSF), a flagship event by the Student Platform for Engineering Education Development (SPEED).

During the GSF, students from all over the world come together for 3 days to creat a winning Action Plan to carry out a project once they return home.

To do this Action Plan, students are taught design principles and put into practice tools like Brainstorming, Idea Selection, Ideation, 3-Ideas Poster presentations, Investigation, Critique, Feedback, and Final Presentations.

All teams leave the GSF with the skills to travel back to their home country and implement their Action Plans.

Of course, some students will adopt new Action Plans from other teams. Or, using their brand new set of skills, some students will design a new Action Plan in time to enter this follow-up Implementation Competition.

Whatever your case is, this guide will help you go from having no idea, or an idea, to having a competitive idea that you and your team are excited about.

So...about that prize for being the best? Glad you asked! Winning teams will receive a trip to Dubai for the GSF 2014 Trip! Sponsorship and prize details subject to change.



# MILESTONES

#### Let the countdown begin!

The following are suggested milestones to keep your team on track for the Implementation Competition. While each team will have different goals and different timelines, these milestones show your mentors and judges your constant progress and effort throughout the 6 months. Milestones will be uploaded on your team's Group Page on the SPEED Portal. For more information on the Milestones, please see the SPEED Implementation Competition homepage. Remember, we want to see smart Action!



### Milestone 1: Team Group Page and Help Needed/Help Offered

Browse all the Design Portfolios to learn more about teams and Action Plans. Get ideas to inspire your current Plan or a make a new Action Plan! Finalize your team by creating a Group Page and filling out your team's needs.



# Milestone 2: Background Research, Timeline, Budget, Key Stakeholders

What are the key risks to your Action Plan's success? Answer your key questions earlier rather than later. Understand what's been done before and use this to inform an itemized timeline and budget. Identify your key stakeholders and strategize how to involve them. Document two meetings with your team.



### Milestone 3: Meetings with StakeHolders & Team members

Document two meetings with at least two stakeholders and two meetings with your team. Submit your lessons learned, and updated timeline and budget to reflect these new findings. Submit a plan for user testing to validate your Action Plan and inform your Implementation strategy.



# Milestone 4: Proven User-testing, Incorporating Feedback

In order for an Action Plan to work, your audience must be engaged. Document your user-testing exploration and clearly layout your new findings. Gain new perspective on your project. Look for an external, uninvolved source for feedback.



### Milestone 5: Reflect, Analyze, Re-strategize.

Pause. Step back. Restrategize. Iterate. Practice learning from your mistakes. Use the lessons you've earned and think critically of the steps to take from here to the final presentation.



### IMPLEMENTATION COMPETITION

It's finally here! Do you have what it takes to carry an idea into execution? Convince your judges that you are the best candidate to win this competition.



## NAVIGATING THE SPEED WEBSITE

The SPEED Website has been set up for your easiest use. Here you can find:

### Design Portfolios for all the Action Plans.

Browse. Learn. Ideate.

Re-live the design process of all the teams at the 9th GSF. Here you can find:

Brainstorming documents: Get ideas on the problems and solutions your peers identified 3-Ideas Posters: Learn about the first team idea pitches Final Presentations Slides: Dive into the teams' Action Plans for greater detail Final Presentations Recordings: Experience the final presentations all over again

### Contact your GSF friends from all around the world.

Want to join an existing group? Want to make a new group? Want to consult with other peers and get more ideas? Want to learn more about a team's original ideas and develop them further?

#### A Help Wanted/Help Offered Page

This is a community forum page for students and mentors to help each other locate resources:

Post about the skills you are looking for in new team members. Post about the skills you are looking for in mentors. Post about the contacts/stakeholders you need to make contact with. Post about the questions you have and the help you need. Post about the help you can give others that are in a similar situation.

You are each other's best resource!

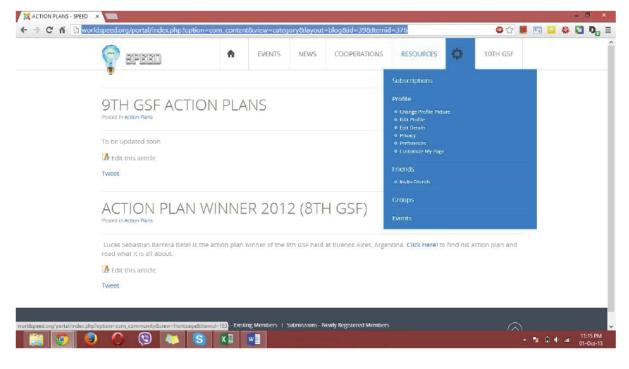


#### So, what are you waiting for? Let's get started!

There is a proxy team on the website that has made a profile to help you see an example.

### Create a Group for your Implementation Team

Use your peruasion skills to draw more people in to help your cuase. Did you gather students from your local area to help you acomplish your goal? Did you recruite people from other Actin Plans that your Plan would be more successful, and then they joined you? Have you notified important people (key players) in your area that this initiative is taking place? Are those key players backing your cause? Consider the key players part of your team.



Step 1: Navigate to the mySPEED portal by clicking the Gear Menu.



Step 2: Navigate to Groups Menu and create your own team Group:

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Step 3: Create a new Group with the name of the Action Plan and description. Choose your group category as "Action Plan - 9th GSF."

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Congrats! You're done!

### Document your Progress through your team's Group Page.

Here, mentors and judges that are not included in your emails can keep track of your work and milestones all in one place.

They will show your mentors and judges that you've made constant progress an effort.

This page can be seen by anyone with a SPEED account. It allows you to see other team's progress. You can use the page to measure yourself up against your competitiors. If you feel you are behind, kick yourself in the butt and get moving. If you feel you are ahead, push yourself harder to increase the gap between you and your competition. Have you separated yoruself enough from the rest of the competition to ensure that your group will be going to Dubai in 2014?

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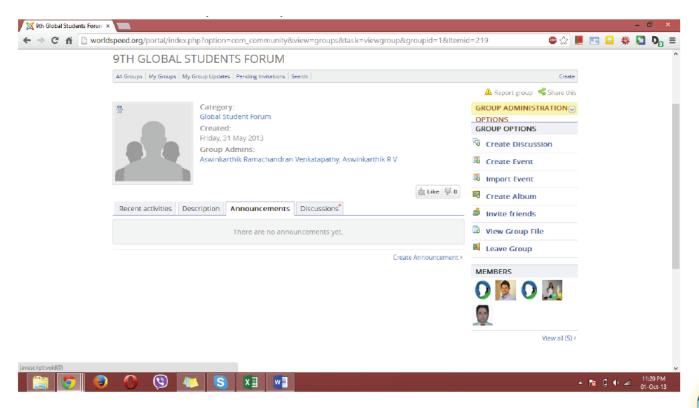
The red box is your drop down menu for group administration options.



**Description** is where Action Plan details and links for files are given every time you submit something for the Implemenation Competition Milestones. The red box gives various group options.

worldspeed.org/portal/index.php?option=com_community&view=aroups&task=viewaroup&aroupid=1& [MP3] <44 kHz, 128 kbps, Stereo, 3.89 MB> 9TH GLOBAL STUDENTS FORUM	
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As part of SPEED's mission and its practice with the Global Student Forum over the years, these discuss will turn into action, as participants will also be supported in creating, critiquing, and and forming Active Plans that delve into various issues: sustainability within EE, qualities and competencies of the global engineer, diversity and equal global representation, importance of creativity and innovation in EE.WWWWW	
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#### You can create announcements about your Action Plan.





## MENTORS

### What is a mentor?

Mentors are an optional resource to help give you feedback and mentor you in using design principles to achieve the "best" implementation strategy for your Action Plan.

Each time will have a specific mentor, if so desired (judges will not have served as mentors). Additionally, there will be a pool of mentors that are on-call to help you, including the 9th GSF organizers. When you need their help, either contact them individually or go to the Organizers' Group Page in the SPEED portal and post your Team's name, critical questions, and contact information.

### How do we get a mentor?

If you have needs for a specific mentor, post them on the Help Wanted Page.

If you have someone in specific that you'd like as a mentor, email us.

If there is someone you'd like to have as your mentor that you already know, (like a professor or dean), we can help you introduce them to SPEED and to their duties as a mentor in the Implementation Competition.

If you have expressed interest in a mentor, he/she will contact you between the 1st Milestone and 2nd Milestone, after your team's Group Page has been set up. Please have your questions ready.



The "Discussions" tab works like a forum to create disucssions. Post about the key risks and questions your group is trying to answer. Mentors and organizers will periodically check in to help wherever possible.

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Follow this link back to the Action Plan and Implementation Competition Homepage:

Resources > Action Plans > 9th GSF Action Plans http://worldspeed.org/portal/index.php?option=com\_content&view=article&id= 135:9th-gsf-action-plans&catid=39&Itemid=386

For any issues on the website, please contact:

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This competition is brought to you by SPEED For more information, please contact us below:

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