**[SAVE AS. NEVER SAVE OVER]**

[FILE SYSTEM RULES]

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1: Initial Sketch

Every part design should have an initial sketch, hand-drawn. This does not have to be an exhaustive sketch, however it should depict the purpose of the part along with measurements and any math required.

2: Rationale

This should be a short paragraph on why making this part the way you have shown is a good idea. Should include the following:

-How it works with other parts in the system

-Why the way it works is the most efficient and least intrusive on space

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3: CAD Drawing

-CAD Drawings follow the CAD file labeling system. See the [FTC CAD FILE LABELING SYSTEM] for details.

4: Evaluation

Drawings, rationale, and CAD is reviewed by team member or Mr. Hiller. The part is only usable if said member approves it. If not, the part must go through the entire process again.

Note: Failed Evaluations are considered as Complete Overhauls on the labeling system. Sketches after the first attempt will be Beta, Charlie, and so on.

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Ex:

IF your CAD file version has reached V2.9.4 and you FAIL evaluation, then your new sketches are to be labelled Beta V1, Charlie V1, and so on and so forth pertaining to the amount of times it needs to be reevaluated. Your CAD file, however, **DOES NOT RESTART.** Your CAD file will show V3.0 and go from there.