



Andromeda Problem Reporting Plan

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Andromeda Problem Reporting Plan

1.0 Team Communication Channels

1.1 Unexplained Events & Anomalous Behavior:

The communication chain for unexplained events and anomalous behavior is similar to the standard chain of command in Olin Rocketry. Team members should consult with their subsystem lead who should consult with the PM and SE.

1.2 Out of Spec Performance:

All out of spec performances should be dealt with per the subsystem's V&V plan. If any team member has further concerns than the V&V plan addresses, they should speak to their subsystem lead who should speak to the SE. If the subsystem lead is unwilling to talk about the subject the team member is welcome to then approach the SE directly.

1.3 Bad Teaming Situations:

In the course of any team, problems arise. Olin Rocketry will confront these problems with a simple flow. If a member is having troubles with another member of their subsystem, they should talk to their subsystem lead to have this issue resolved. If the other member in question is their subsystem lead, the member should talk to the PM or any other member of the Olin Rocketry leadership team (PM, SE, and other subsystem leads).

The leadership team is responsible for dealing with these matters with the utmost amount of respect and discretion. If things must be elevated, it is the duty of the leadership team to escalate the situation to StAR at the required time.

1.4 Poor Engineering Practices:

Communication surrounding poor engineering practices should follow the same path as section 1.2 above. Members should bring the subject up with their subsystem lead and if the member is ignored the issue should be brought directly to the PM or SE.

2.0 Corrective Actions

2.1 Actions for Teaming Issues:

If teaming issues arise, the Olin Rocketry leadership member involved in the resolution of the situation shall set action items as follow up to the incident. These might include sitting down and talking with all parties or passing the problem to StAR. The list of action items can be contested by other non-stake holding members of the Olin Rocketry leadership team, however it is the duty of the resolving member to follow through on the action list.

2.2 Actions for Engineering Issues:

If poor engineering issues arise, the Olin Rocketry leadership member approached about the issue must set action items as follow up to the incident. These can range from talking to the member in error, if the offense is minor, to a request of member removal, if the offense is incredibly severe. In order for a member to be removed, all leadership team members must unanimously agree. The list of action items can be contested by other non-stake holding members of the Olin Rocketry leadership team, however it is the duty of the resolving member to follow through on the action list.