

How to write a management RoboWiki page

Why this page exists

The team has documented its technical work for years: code, designs, test results, build logs. But we have not documented how the team is managed in the same way. Decisions about ownership, communication, and coordination have often lived in people's heads. When those people leave, that knowledge leaves with them.

This page is a first step towards fixing that.

It explains how to write a management page: a page about a role, process, or decision, rather than a technical part of the rover. When you are documenting how the team works, rather than what it builds, use the structure below.

Who you're writing for

Write for the person who joins after you leave and has none of your context. Imagine a new student who cannot ask you any questions and needs to understand the page in ten minutes.

That leads to two important rules.

State the rule, not **only** an example. Examples are useful because they show what something looks like. But a newcomer also needs to know exactly what they are expected to do. A process page should include both the example or template *and* the rule for using it. For instance, "use this memo template, write the memo within 24 hours, and post it in #memos." followed by "here is a template of a memo"

The shape of a good page

Every management page should answer three questions, in this order. The order matters: it lets the reader understand the reason for the page before being asked to follow its rules.

1. Why does this exist?

Start with the problem the page is trying to solve, not the mechanics of the solution. When people understand the problem, they are more likely to follow the process — a rule without a reason is

much easier to ignore.

2. How does it work?

This is the main content: the rules, structure, or steps. Be specific. Use real channel names, deadlines, links, and responsibilities. "Within 24 hours" is better than "promptly"; "post it in #memos" is better than "share it with the team."

3. What does it look like?

End with something concrete the reader can copy or refer to: a completed example, a template, a diagram, or one real case.

Template

Copy this into a new page and fill it in.

“ **[Page title]:** use a plain, searchable title such as "Memos," rather than something like "Communication Protocol v2."

Why this exists: two to four sentences explaining the problem this page solves and what tends to go wrong without it.

What it looks like: a completed example, filled-in template, or diagram the reader can copy.

Links: related pages, source documents, and any tools mentioned.

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