

---

## **Network Design**

*The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.*

### **Competencies**

This event is composed of two (2) parts: a written objective test and a case-study problem that is presented and defended before a panel of judges. Only the written objective test will be administered at the RLC.

#### **Objective Test**

A one-hour written objective test may include questions on network installation—planning, configuration, and topology; problem solving and troubleshooting; network administrator functions; configuring network resources and services; configuration of Internet resources; security; and backup and disaster recovery.

#### **Performance Component**

Participants will be given a case study outlining a small organization and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

The performance competencies may include analyzing the computing environment and needs; demonstrating an understanding of the case; explaining, discussing and describing recommendations; using communication and critical thinking/problem solving skills and demonstrating the ability to work as a team.

#### **Career Cluster(s):**

Information Technology

#### **Business Education Curriculum Standard(s):**

Communication, Information Technology, Management

### **Region Eligibility**

Each chapter may enter one team of two to three (2-3) members who must be from the same school. The participants must be members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

**One team member may repeat and may have entered this event at a previous Region Leadership Conference.**

**If one or more of the team's members cannot participate in the objective test and the team no longer has the required number of members, the team will not be allowed to substitute other participants and the team will be disqualified.**

It is the responsibility of the:

#### **local chapter adviser**

- to pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

#### **region adviser**

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

---

## **State Eligibility**

The minimum number of teams each region may enter is the first-place team whose participants are members of an active local chapter and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

**One team member may repeat and may have entered this event at a prior State Leadership Conference.**

**If one or more of the team’s members cannot participate in the objective test and the team no longer has the required number of members, the team will not be allowed to substitute other participants and the team will be disqualified.**

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

**local chapter adviser**

- to contact the region adviser about the team that will not be attending.

**region adviser**

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site.

## **Region Procedure**

The following procedures must be used:

1. The team will take a one-hour collaborative written objective test based on the Competencies section listed in these guidelines. **Since this is a collaborative test, all team members must be present at the same time. If a member of the team arrives after the objective test has begun, he or she will be admitted to the testing area and the team will be permitted to take the test in the remaining amount of the time for the event. The team will not receive any additional instructions from the event administrators.**
2. **The team members must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If any team participant does not comply, he or she will not be admitted to the testing area until the participant is in compliance.**
3. There will be no case study at the region level.
4. Participants must furnish their own No. 2 pencils and erasers. No other materials or equipment may be used.
5. At the Region Leadership Conference, the participant may use his or her own cordless calculator unless one is provided by the region. At the RLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

## **State Procedure**

The following procedures must be used:

1. The event requires three rooms—a holding/sequestering room, a preparation room, and a delivery room.
2. At the State Leadership Conference, the chapter adviser must confirm students’ participation in the event. Participants who are not confirmed be will disqualified.

### **Objective Test**

1. The team will take a one-hour collaborative written objective test based on the Competencies section listed in these guidelines. **Since this is a collaborative test, all team members must be present at the same time. If a member of the team arrives after the objective test has begun, he or she will be admitted to the testing**

---

area and the team will be permitted to take the test in the remaining amount of the time for the event. The team will not receive any additional instructions from the event administrators.

2. **The team members must comply with the PA FBLA Dress Code which can be found at [www.pafblla.org/dresscode.php](http://www.pafblla.org/dresscode.php). If any team participant does not comply, he or she will not be admitted to the testing area until the participant is in compliance.**
3. The ten (10) teams with the highest score will be scheduled for a performance. The ten (10) highest scoring teams will be posted after the Opening General Session. The order of performance will be drawn at random by a member of the state committee.
4. Participants must furnish their own No. 2 pencils and erasers.
5. At the State Leadership Conference, the participant will be provided a calculator to use in this competitive event. Participants may not use their own calculators. At the SLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

### **Performance Component**

1. All members of the ten (10) participating finalist teams in this event must report at the event time listed in the program for instructions and to be sequestered. All team members will be sequestered until their performance times. **Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room. If the team no longer has the required number of members, the team will not be allowed to substitute other participants, and the team will be disqualified. The team will not receive any additional instructions from the event administrators.**
2. **The participant(s) must comply with the PA FBLA Dress Code which can be found at [www.pafblla.org/dresscode.php](http://www.pafblla.org/dresscode.php). If the participants do not comply, they will not be admitted to the holding room until they are in compliance with the dress code.**
3. Twenty (20) minutes before performance, each team will receive the case study.
4. Two (2) 4" x 6" index cards will be provided for each participant and may be used during the preparation and presentation. Information may be written on both sides of the index cards. Note cards will be collected following the presentation.
5. Teams will be provided with a flip chart and markers on which to present their proposed solution.
6. No reference materials, equipment, electronic devices, or visual aids other than those created during the preparation times can be used during the preparation or presentation portions of this event. No electronic devices may be brought to or used during the preparation or presentation.
7. The team has seven (7) minutes to present the case.
8. Teams should introduce themselves, describe the situation, make their recommendations, or summarize the case study. All team members must participate in the presentation.
9. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
10. Following each presentation, judges will conduct a three (3) minute question-answer period.
11. Final performances are open to conference attendees, except performing participants of this event.

---

## **Region Judging**

At the Regional Conference, the following tiebreaker policy will be followed:

### **First Tiebreaker**

- The team who has the most correct answers in the last ten questions of the test will be rated higher. Proceed to the second tie breaker only if both tests are identical.

### **Second Tiebreaker**

- The team who has the most correct answers in the last twenty questions of the test will be rated higher. Proceed to the last thirty questions only if both tests are identical.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbلا.org/tiebreakers.php](http://www.pafbلا.org/tiebreakers.php).

## **State Judging**

Objective tests will be machine and/or hand graded and will be used to determine the ten (10) finalists. If there is a tie in the objective test score, the following tiebreakers will be used:

### **First Tiebreaker**

- The team that progressed furthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

### **Second Tiebreaker**

- The team that submitted its completed test first will be rated higher.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbلا.org/tiebreakers.php](http://www.pafbلا.org/tiebreakers.php).

The performance portion of this event will be evaluated by a panel of judges and will be used to determine the final ranking. All decisions of the judges are final. In the event there is a tie in the performance score, the objective test score of the tied teams will be used to break the tie. In the case of a tie, the following objective test tiebreakers will be used to determine the final rankings:

### **First Tiebreaker**

- The team that progressed furthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

### **Second Tiebreaker**

- The team that submitted its completed test first will be rated higher.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbلا.org/tiebreakers.php](http://www.pafbلا.org/tiebreakers.php).

## **Region Awards**

Each region may decide the number and type of awards to be presented at the RLC.

## **State Awards**

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

## **National Conference Eligibility**

The first- and second-place award winning teams at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the [National Chapter Management Handbook](#) for official National Leadership Conference event guidelines.

In the event that the first- or second-place team cannot attend, it is the responsibility of the:

### **local chapter adviser**

- to contact the PA FBLA Executive Director/State Chairman about the team that will not be attending.

### **PA FBLA Executive Director/State Chairman**

- to contact the next eligible award winning team about participating at the National Leadership Conference.



# NETWORK DESIGN

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Described the situation	0	1-3	4-7	8-10	
Resolved problem	0	1-5	6-10	11-15	
Used correct terminology	0	1-5	6-10	11-15	
Presented an effective strategy	0	1-10	1-20	21-30	
<b>Technology</b>					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available or being developed	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Team members are forceful and show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Demonstrated the ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/150 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines. _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed. _____					
<b>Final Score</b>					<b>/150 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.) _____					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

Chief Administrator \_\_\_\_\_

Official Checker \_\_\_\_\_