28 June 2024

MEMORANDUM FOR ALL POTENTIAL PARTICIPANTS

FROM: The Hive
　　　　7981 Georgia St.
　　　　Hill AFB UT 84056

SUBJECT: Invitation to Participate in the 75th Air Base Wing Hackathon 2024.

1. On behalf of our Executive Sponsor, Deputy Wing Commander, Col Meghan Szwarc, our innovation cell, The Hive, and in collaboration with Microsoft Federal, we are inviting select teams to participate in the "75th Air Base Wing Hackathon," a three-day customized event focused on solving critical challenges within Hill Air Force Base using Microsoft environments, platforms, and application. This hackathon is scheduled to take place from 20-22 August at Hill Air Force Base.

2. This hackathon aims to foster innovation and collaboration, bringing together teams to develop solutions that address specific problems faced by Hill AFB. We are looking for teams that are ready and prepared to tackle real-world problems and develop innovative solutions. Chosen teams will have the opportunity to work closely with Microsoft engineers, leveraging state-of-the-art technology to solve their specific problem(s). This is not standardized training like we have done in years past. This is experiential and specific to the needs of each team.

3. Project Submission Requirements: Each potential team must fill out an application that identifies the following:

  a. Problem Statement: Teams must clearly define the problem they intend to solve, including its specificity, scope, and impact. Describe the current performance gap and explain the strategic significance and alignment of the problem within your organizational goals and objectives.

  b. Current State Process: Outline or map the current process, identifying key pain points, inefficiencies, or areas of inoperability. A detailed analysis is encouraged to provide a comprehensive understanding of the existing issues.

  c. Project Goal: Define the desired outcome of the project, detailing the future state process. Specify where data will be stored (e.g., SharePoint Online, OneDrive), how data will be captured (e.g., Power App, Planner, Forms), and what tasks will be automated (e.g., sending emails, calendar invites, approvals).

  d. Key Metrics: Describe the metrics that will be used to measure success, including current metrics, target metrics, and if the team has control/access over the needed data/data sets.

e. Technology and Tools: List the current tools and technologies used in the process. Specify areas where assistance is needed, such as process automation, data analysis and reporting, application development, and system integration.

4. Please submit your team's project proposal to the Hive by 31 July 2024 We look forward to your participation and are excited to see the innovative solutions that will emerge from this collaboration.

5. Questions or further details can be addressed to Mr. Brett Bakner, 801-775-5069 or (M)Sgt Michelle Beltran, 801-586-1740.