How to write about randomization (for your project):

Hangtime example

Factors:
Plane type(glider, dart)
Paper type(notebook, printer, or construction paper)

Experimental unit: plane or piece of paper

First tell about assigning pieces of paper to plane types:

When performing a factorial experiment, it is customary to use randomization to assign experimental units to treatments. In our experiment, however, it is not appropriate for us to determine whether a piece of paper will be notebook paper, printer paper, or construction paper because we bought the paper that way. It is, however, appropriate for us to use randomization to assign a piece of paper to plane model. We assigned each of the 6 pieces of notebook paper a number from 1 to 6. Then we instructed the random number generator on our TI83 calculator to give us a list of random numbers between 1 and 6, and we noted the first three unique numbers produced. We assigned the pieces of paper that corresponded to these three numbers to the Dart model. We assigned the remaining pieces of paper to the Glider model. We repeated this process for the six pieces of printer paper and then again for the six pieces of construction paper.

Next you would write about how you assigned an order to the plane making.
Then you would write about how you assigned an order to the plane flying.

For each of these assignments you may be able to choose from
1. Random
2. Systematic
3. Blocking
Or some combination of these, depending on the situation.

Guiding principle: write about it well enough so that either
1. Another person who knows less than you can learn from you the correct way to perform randomization, and s/h could repeat your experiment exactly as you have done it.
OR
2. A person who knows as much or more than you can verify that you did your randomization in an acceptable manner, that you know what you’re doing, and s/he could repeat the experiment exactly as you have done it.