

ARRL Club Grant Milestones

Club Name: Andrew Johnson Amateur Radio Club (W4WC)

Template Revision: Issue 1

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Instructions: Please include milestones and owners for executing your project to completion. You should have milestones for each major step that you are planning to complete your project. Examples might include target dates for training plans, completing major equipment acquisition steps, assembly and testing of important equipment subsystems, etc. Note that you do not need to repeat the dates for purchasing equipment that you covered in your budget but you should include a milestone for completing installation, setup, and testing of the equipment after you have it in place.

Date	Description	Why is this milestone important?	Who is responsible for completing the milestones	Milestone Dependencies	Notes and comments
06/01/22	Begin planning pilot class	This is the start of the planning	Group		
06/20/22	Finalize student list and invite to Field Day	These will be the students for the pilot class	Kim Fox		
06/25/22	Introduce class to amateur radio at Field Day	Field Day is the best place to show students amateur radio, get them on the air, and answer their questions.	Steven Bible, N7HPR		
06/30/22	Submit Grant proposal		Steven Bible, N7HPR		
07/07/22	First Class of Pilot	This is the beginning of the pilot class	Steven Bible, N7HPR		
08/15/22	Receipt of grant money	Begin ordering class materials, electronics workbench, and radio station	AJARC Treasurer	No dependancies	
08/25/22	Eight Class, assess progress	At this point we'll know how many weeks to offer the class.			
08/29/22	Assemble electronics workbench and radio station.	When assembled, they can be used for future classes.	AJARC	Upon receipt if items ordered.	
09/01/22	Schedule VE's to adminster license exams	VE's need to have a heads up to schedule team for the exam.	VE's	Completion of pilot class	
09/30/22	Finalize curriculum	Finalize curriculum for follow on classes	Steven Bible, N7HPR	Completion of pilot class	
10/01/22	Schedule second license class	Need to promote and advertise	Steven Bible, N7HPR	Completion of pilot class	
01/01/23	Schedule third license class	Need to promote and advertise	Steven Bible, N7HPR	Completion of second class	
04/01/23	Schedule fourth license class	Need to promote and advertise	Steven Bible, N7HPR	Completion of third class	