

Proposal Guidelines for LARC Projects

Overview

From time to time members of the London Amateur Radio Club propose projects or ideas that will enhance the club or technology within the amateur radio community. This document is to define the framework to submit a proposal to the LARC executive for review, with the goal of obtaining approval and proceeding with the project.

What information must be provided to the executive.

- Define the purpose of the project
 - Outline how this will benefit the club or community
 - Outline in as much detail as possible how the project will be accomplished.
 - Define the lead person on the project
 - Define a budget, cost (both initial and on-going) and funding.
 - Define Risks in proceeding with the project
 - Define resources and individuals who will be used in the project
 - Define a timeline from start to finish, with any specific milestones which would impact the timeline. Propose a start date to the project.
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Process for Review of project request.

Once the above information has been submitted to the executive, the project submission will be reviewed. A meeting will be set to ask questions and discuss with the project. The lead person and other individuals may attend the meeting relevant to the project. A decision whether to proceed with the project will be provided by the club president in a timely manner, after deliberation by the executive. A written response would be provided to the project lead to outline the decision of the executive.