

Broad Timeline for Siddha Beni Ni Ma Vi, Belbas, Pokhari Bhanjyang-1, Tanahu:

1. Site Visit: April 28-29, 2011
2. Deployment/School Network + Teacher Training: May 14 -22, 2011
3. First Support Visit (including In-school Training): June 12-15, 2011
4. Refresher Training: November 1-6, 2011
5. Second Support Visit: December 26-29, 2011

Detailed Timeline + Works to be done for Deployment and Teacher Training:

WBS	Task	Date	Assigned To	Notes
1	Communicate with the school	April 19-22, 2011	Program Manager	Acquire required information from the Head Teacher
2	Site visit + fix training venue and dates	April 28-29, 2011	Program Manager, Intern	Initial school visit for school survey. Fix the venue, dates and teachers for the training.
3	a. Procurement of school server and other network hardware	May 4-6, 2011	a. Finance Manager, Admin & Finance Associate	a. School Server-1, AP-2, Charging Racks-2B+1S, UPS+Battery-1 set, Switch-1, etc.
	b. Inform/fix external trainer		b. Teacher Training Coordinator	b. Inform external trainer (From NCED/ETC) at least 1 week in advance
4	Preparation of Laptops/School Server, APs	May 9-10, 2011	Network, Intern	Install NEXO, NEXS, NEXC, and configure APs
5	Travel and lodging arrangements	May 11-13, 2011	Program Manager/Teacher Training Coordinator	Book tickets and arrange lodgings for trainers and intern. Also make sure training halls are arranged.
6	Prepare paperwork	May 11-13, 2011	Finance Manager	Make ready all the necessary paperwork to be sent along with the team
7	Prepare items for Refresher Training	May 11-13, 2011	Teacher Training Coordinator, Intern	Put together required training manuals, stationaries, etc (list will be provided) needed at the training
8	Team departs for Belbas	May 14, 2011	Team comprising of Trainers: 2, Intern: 1	Before departing, please make sure that the following things have been completed: i. Travel and lodging arrangement at district ii. All the necessary paperwork iii. Laptops and routers iv. NEXO, NEXS and NEXC v. Training manuals, materials, stationaries, etc.
9	Setup training venue	May 14, 2011	Intern	Set up the training venue with school server, routers and power arrangements.
10	Teacher Training and school networking	May 15 -21, 2011	Trainers, Intern	The trainers will conduct the training with support from OLE Nepal resources. The technical team will setup the network within school.
11	Handover laptops to schools	May 21, 2011	Team	After the completion of Teacher Training, the laptops will be handed over to schools. The officials will sign the laptops receipt.
12	Team returns	May 22, 2011	Team	