

**For the Month of: July**

**Last Updated:**

**GUIDE TO ANSWERING THE TIMELINE GRID:**

**Task number:** Please number all your tasks for the specific month in question.

**Task:** State in a succinct manner the name or a brief description of your project.

**Responsible Body:** Who will be executing this task? Committee, Personnel, Council as whole etc.

**Mandated by:** What authorizes/prompts this task? Bylaw, Code, Policy, Motions, Membership Requests, Constituencies etc.

**Duration of Project:** Is there a time limit to complete the task? Will it be ongoing/recurring? Will it require renewal or continuation at another time?

**Approvals Required:** Will a committee (s) or another delegated body need to approve this? Does this require an approval from Council or another stakeholder?

**Consultation:** Will multiple committees, people, groups and external stakeholders be consulted in this task?

**Support:** Does this task require internal AMS staff support? I.e. HR, Communications etc.

**Additional Notes:** Are there any other details to note for this task?

Task no.	Task	Responsible Body	Mandated by	Duration of Project	Approvals Required	Consultation	Support	Additional Notes
1	SSM to report to Council	SSM	Code					



**ams**

— EST. 1915 —