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?

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<th>Task no.</th>
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<th>Support</th>
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<tbody>
<tr>
<td>1</td>
<td>Determine Constituency numbers for Council representation</td>
<td>Clerk of Council</td>
<td>Bylaws</td>
<td>By December 1</td>
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