

The McMaster Social Sciences Society

1280 Main St. West
Hamilton, ON, L8S 4M6
Commons Building, B104A



[Position Title/Club Name Here] Transition Report

Creating your Year Plan

Each executive and staff member completes a Year Plan to guide them in the upcoming year. The Year Plan is where you decide what you are going to do in the coming year. The Vice President Administration will review your year plan, and afterwards a brief meeting will take place to ensure you are on track.

Timeline

In your timeline, list when you would like each project to take place.

Project

Start out by listing your project. What is it you would like to do?

Goals

List your broad, overall goals for the MSSS, this does not need to be very specific, but general goals you would like to attain through your particular projects. Goals are broad statements about desired future conditions, such as "create more involvement within the community".

Challenges

What possible challenges do you foresee in regards to completing your goals?

Procedure

How is this project going to take place, what are the necessary steps and processes? When do you presume you will be working on this project? Furthermore, give a brief description of what will be needed; include things like transportation, food, promotional materials, prizes etc.

Partners

For each project, there will be a team of people working on it. Who are the people, societies, clubs, or McMaster staff that will be involved?

Capital Request

Use your best judgement to estimate how much you think would be necessary to complete your task.

Please feel free to use the below template to start your Year plan.

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1. TIMELINE

Before September 1, 2015	Before January 1, 2016	Before April 1, 2016

2. OBJECTIVES

Project	
Goal	
Challenges	
Procedure	
Partners	
Capital Request	

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