Summer Student Employment Program

Work Plan Template

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| **Goal/Project**  What are the specific and measurable goal(s), accomplishment(s) and/or project(s) that are to be achieved/completed? | **Activities, actions, and/or required resources**  What actions, activities and/or resources are required to achieve the goal/project? | **Completion Date**  What is the due date for the goal or project? | **Status**  What is the current state of progress towards the goal or project? |
| **Relocate boxes from Cunningham Building to Annie MacNab Records Centre** | **Move boxes in an organized manner (or "movers") to AM-RC** | **June 29, 2018** |  |
| **Catalogue existing boxes in Annie MacNab Records Centre** | **Confirm box listings and box location**  **Record in RMU tracking document** | **July 31, 2018** |  |
| **Combine existing box listings into one location on shared network drive** | **Review shared network drive for existing box listings**  **Move to *6255-40 - Transfers to Storage***  **Cross reference any duplicate listings, confirm accuracy, update RMU tracking document** | **August 24, 2018** |  |
| **Catalogue relocated boxes new locations** | **Confirm box listings and record box locations in RMU tracking document** | **August 24, 2018** |  |

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| **Summer Student:** |  |  | **Date:** |  |
| **Student Supervisor:** |  |  | **Date:** |  |

*Please provide a copy to the Summer student, keep a copy for your files.*