

# **Guidelines: Submission of Master Plan**

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Club and societies master plan consist of 3 documents:

1. HICOM database for the academic year.
2. Summary of Master Plan
3. Every individual working paper for each project.

You can download all this documents template from [www.syukor.net](http://www.syukor.net)

For example of a complete Master plan, please refer below:

**First: HICOM Database (Example)**



*Brains, Knowledge, Wisdom: 10 Years and Beyond*

**HICOM's / COMMITTEE DATABASE FOR ACADEMIC YEAR 2007/2008**

<b>Club: Cyberpreneurship Club</b>		<b>Advisor Name: Tan Khong Sin</b>	<b>Advisor's ID: 1001027328</b>	<b>Advisor's Contact Number: 06-2523210</b>	<b>Advisor's Email: kstan@mmu.edu.my</b>
<b>No</b>	<b>Name</b>	<b>Position</b>	<b>ID</b>	<b>Contact Number</b>	<b>Email</b>
1	Eric Tan Choon Pooh	President	1031144331	016- 6922608	<a href="mailto:havana6840@hotmail.com">havana6840@hotmail.com</a>
2	Wong Jing Kai	Vice President	1021119713	012- 3542227	<a href="mailto:wjk_1105@hotmail.com">wjk_1105@hotmail.com</a>
3	Sia Pei Pei Alise	Vice President	1031122805	012- 9541349	<a href="mailto:lysesia@hotmail.com">lysesia@hotmail.com</a>
4	Cheah Hui Sin	Secretary	1021133554	012- 5735727	<a href="mailto:cheahhuisin@yahoo.com">cheahhuisin@yahoo.com</a>
5	Lim Hui Lan	Assist. Secretary	1021124848	012- 2730779	<a href="mailto:huilan211@hotmail.com">huilan211@hotmail.com</a>
6	Chan Kwai Mui	Treasurer	1021124906	016- 7275582	<a href="mailto:kwaimui_chan@yahoo.com">kwaimui_chan@yahoo.com</a>
7	Chan Yoon Seng	Assist.Treasurer	1041102403	016- 7909852	<a href="mailto:k_dream86@yahoo.com.tw">k_dream86@yahoo.com.tw</a>

8	Tan Ching Fong	Director of Banking & Finance	1021134182	012-6277055	daphnechingfong@yahoo.com
9	Ooi Gee Gee	Director of Banking & Finance	1031129291	012-4655333	gigi_ooi@hotmail.com
10	Ooi Mei Ying	Director of Marketing	1031118783	016-6253653	buffalo_ashley85@hotmail.com
11	Hiswadi Anuar	Director of Human Resource	1041101537	016-4867760	hiswadi.anuar04@mmu.edu.my
12	Lim Mei Chern	Director of International Business	1021134509	012-6683817	<a href="mailto:chern0414@yahoo.com">chern0414@yahoo.com</a>
13	Chua Yifei	Director of International Business	1021110049	012-2800821	<a href="mailto:blessedkoala@hotmail.com">blessedkoala@hotmail.com</a>
14	Chuah Joo Leng	Director of Accounting	1031107867	019-4747986	<a href="mailto:jolnn_cj1@yahoo.com">jolnn_cj1@yahoo.com</a>
15	Lim Peak Boom	Director of Accounting	1031184336	012-7250200	<a href="mailto:pierre_lim85@hotmail.com">pierre_lim85@hotmail.com</a>
16	Tan Yan Yin	Beta Representative	1031177104	016-2593388	invisible_tan@yahoo.com
17	Tan Su Miang	Alpha Representative	1041106178	012-7542587	krif0203@yahoo.com
18	Sabesh A/L Parameswaran	Web Master	1021192269	016-9502022	sabesh22@yahoo.com
19	Goh Wai Leong	Assist. Web Master	1021155987	019-9043562	wl_pat84@yahoo.com
20	Jeebaretnam Barr Kumarakulasinghe	Programme Leader	1021187382	012-7364148	barr_84@hotmail.com
21	Adelin Goh Suk Yen	Protocol	1041102251	013-6203971	adelingsy@yahoo.com
22	Chan Khan Ling	Protocol	1041105274	012-6541256	<a href="mailto:kl_chan1986@hotmail.com">kl_chan1986@hotmail.com</a>

**Second: Summary of Master Plan (Example)**



(Com. No.: 436821-T)

**SUMMARY OF MASTER PLAN FOR ACADEMIC YEAR 2007/2008**

**NAME OF CLUB/ SOCIETY: CYBERPRENEURSHIP CLUB ( CPC )**

No	Program name	Planned Date	Planned venue	Estimated budget	Estimated Sponsorship	Amount Required
1	Field Trip to MEASAT Broadcast Network Systems Sdn Bhd	10 <sup>th</sup> November 2007	Astro (Bukit Jalil)	600	-	600
2	Entrepreneurship Camp	2 <sup>nd</sup> Trimester Break	Recreational Park	1500	-	1500
3	Cyberpreneur Challenge Business Plan Competition 07/08	April 2008	Main Hall	8000	3000	5000
4	Business Workshop	3 <sup>rd</sup> Trimester	MMU lecture room	400	-	400
5	Annual Trip	3 <sup>rd</sup> trimester break	A destination in Peninsula Malaysia	2000	-	2000
				Total:	Total:	Total:
				12500	3000	9500

Verified by

Recommended by

(to be signed by club president)

(to be signed by club advisor)

\_\_\_\_\_  
President Club/ Society

\_\_\_\_\_  
Club Advisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Third: Individual Working Paper (Example)**

**Master Plan (Academic year 2007-2008)  
For club: Cyberpreneurship Club**

**Name of Project:** Field Trip to MEASAT Broadcast Network Systems Sdn Bhd(Astro)

**Type of Programme:** Industrial Visit

**Date From:** 10<sup>th</sup> November 2007

**Venue:** Astro Headquarter at KL

**Objectives of Programme:**

1. To understand the operation of the MEASAT Broadcasting Network Systems.
2. To enrich the knowledge and understanding of the members of Cyberpreneurship Club activities.
3. To develop interest of members towards entrepreneurship and to encourage them to be involved in entrepreneurial activities.

**\*Remarks:** Any invitation of outsiders -artist, speakers, MC, DeeJay, trainers, instructors or demonstrators should be made through STAD. Student bodies are not allowed to invite any of these outsiders, without obtaining written permission from the Director of STAD.

**CEREMONIES**

Opening Date: 10<sup>th</sup> November 07

Closing Date: 10<sup>th</sup> November 07

Opening Time: 9am

Closing Time: 7pm

Opening Venue:

Closing venue:

VIP:

VIP:

**Estimated Budget:** (RM) 600

**Expected Sponsorship:** (RM)

**Amount Required:** (RM) 600

**Please Enter the amount required for the desired Expenditures**

<b>Expenditure Type</b>	<b>Amount Required</b>	<b>Calculation</b>
Fuel		
Food & Beverages		
Overtime Payment		
Honorarium		
Instructor/Coaching Fees		
Telephone Bill		
Rental of Canopy		

Rental of Booth		
Rental of Transportation	400	Rental 1 bus
Photo/Film		
Printing/Photostat		
Banner		
T-Shirt		
Medal/Trophy		
Souvenir	200	40 x RM5
Hampers		
Stationery		

**Third: Individual Working Paper (Example)**

**Master Plan (Academic year 2007-2008)  
For club: Cyberpreneurship Club**

**Name of Project:** Entrepreneurship Camp

**Type of Programme:** Camping

**Date From:** 2<sup>nd</sup> Trimester Break

**Venue:** Recreational Park

**Objectives of Programme:**

1. To inculcate the entrepreneur spirit of the club's members through various programs that undergoes during the camping period.
2. To built up team work and workmanship among all the club's members.

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**CEREMONIES**

Opening Date: 2<sup>nd</sup> trimester break

Closing Date: 2<sup>nd</sup> trimester break

Opening Time:

Closing Time:

Opening Venue: Recreational Park

Closing venue:

VIP:

VIP:

**Estimated Budget:** (RM) 1500

**Expected Sponsorship:** (RM)

**Amount Required:** (RM) 1500

**Please Enter the amount required for the desired Expenditures**

<b>Expenditure Type</b>	<b>Amount Required</b>	<b>Calculation</b>
Fuel		
Food & Beverages	400	RM5 x 80
Overtime Payment		
Honorarium		
Instructor/Coaching Fees	200	
Telephone Bill		
Rental of Canopy		
Rental of Booth		

Rental of Transportation	400	Rental 1 bus
Photo/Film		
Printing/Photostat		
Banner		
T-Shirt		
Medal/Trophy	300	
Souvenir	200	
Hampers		
Stationery		

### **Third: Individual Working Paper (Example)**

#### **Master Plan (Academic year 2007-2008) For club: Cyberpreneurship Club**

**Name of Project:** Cyberpreneur Challenge Business Plan Competition 07/08

**Type of Programme:** Competition

**Date From:** April 2008

**Venue:** MMU Main Hall

#### **Objectives of Programme:**

1. To provides opportunities for participants to showcase their products, technologies, expertise, services and also served as a platform to forge strategic alliances and business partnerships among Science and Management Undergraduate students.
2. To provide an environment for study to practice and apply before starting up their own business in the real world.
3. Participants have the opportunities to improve and enhance their business idea by obtaining information or suggestion from experienced entrepreneurs, CCTD, and other judges.

**\*Remarks:** Any invitation of outsiders -artist, speakers, MC, DeeJay, trainers, instructors or demonstrators should be made through STAD. Student bodies are not allowed to invite any of these outsiders, without obtaining written permission from the Director of STAD.

#### **CEREMONIES**

Opening Date: April 2008

Closing Date: April 2008

Opening Time:

Closing Time:

Opening Venue: MMU Main Hall

Closing venue: MMU Main Hall

VIP:

VIP:

**Estimated Budget:** (RM) 8000

**Expected Sponsorship:** (RM) 3000

**Amount Required:** (RM) 5000

Please Enter the amount required for the desired Expenditures

<b>Expenditure Type</b>	<b>Amount Required</b>	<b>Calculation</b>
Fuel	200	
Food & Beverages		
Overtime Payment		
Honorarium		
Instructor/Coaching Fees	200	
Telephone Bill		
Rental of Canopy		
Rental of Booth		
Rental of Transportation		
Photo/Film	100	
Printing/Photostat	100	
Banner	500	
T-Shirt	2000	
Medal/Trophy	4500	First prize: RM2000 Second prize: RM1000 Third prize: RM500 Consolidation price:RM200 x 5
Souvenir	300	RM30 x 10
Hampers		
Stationery	100	

### Third: Individual Working Paper (Example)

#### Master Plan (Academic year 2007-2008) For club: Cyberpreneurship Club

**Name of Project:** Business Workshop

**Type of Programme:** Seminar

**Date From:** 3<sup>rd</sup> trimester

**Venue:**

**Objectives of Programme:**

1. Successful Entrepreneurs sharing their key of success with students.
2. To provide a channel for our club members to interact with the experience speakers that invited.
3. Student able to enhance their business related knowledge through the progress of the workshop.

**\*Remarks:** Any invitation of outsiders -artist, speakers, MC, Deejay, trainers, instructors or demonstrators should be made through STAD. Student bodies are not allowed to invite any of these outsiders, without obtaining written permission from the Director of STAD.

#### CEREMONIES

Opening Date: 3<sup>rd</sup> trimester

Closing Date:

Opening Time:

Closing Time:

Opening Venue:

Closing venue:

VIP:

VIP:

**Estimated Budget:** (RM) 400

**Expected Sponsorship:** (RM)

**Amount Required:** (RM) 400

**Please Enter the amount required for the desired Expenditures**

Expenditure Type	Amount Required	Calculation
Fuel		
Food & Beverages	100	
Overtime Payment		
Honorarium		
Instructor/Coaching Fees	150	
Telephone Bill		

Rental of Canopy		
Rental of Booth		
Rental of Transportation		
Photo/Film	20	
Printing/Photostat	30	
Banner		
T-Shirt		
Medal/Trophy		
Souvenir	100	
Hampers		
Stationery		

**Third: Individual Working Paper (Example)**

**Master Plan (Academic year 2007-2008)  
For club: Cyberpreneurship Club**

**Name of Project:** Annual Trip 07/08

**Type of Programme:** Trip

**Date From:** 3<sup>rd</sup> Trimester break

**Venue:** not decided yet

**Objectives of Programme:**

1. Appreciation trip for all the committees and member's of club that have contribution through out the whole academic year.
2. To farewell the previous committees' member of the club.

**\*Remarks:** Any invitation of outsiders -artist, speakers, MC, DeeJay, trainers, instructors or demonstrators should be made through STAD. Student bodies are not allowed to invite any of these outsiders, without obtaining written permission from the Director of STAD.

**CEREMONIES**

Opening Date: 3<sup>rd</sup> trimester break

Closing Date: 3<sup>rd</sup> trimester break

Opening Time:

Closing Time:

Opening Venue:

Closing venue:

VIP:

VIP:

**Estimated Budget:** (RM) 2000

**Expected Sponsorship:** (RM)

**Amount Required:** (RM) 2000

**Please Enter the amount required for the desired Expenditures**

<b>Expenditure Type</b>	<b>Amount Required</b>	<b>Calculation</b>
Fuel		
Food & Beverages		
Overtime Payment		
Honorarium		
Instructor/Coaching Fees		
Telephone Bill		
Rental of Canopy		

Rental of Booth		
Rental of Transportation	800	
Photo/Film		
Printing/Photostat		
Banner		
T-Shirt		
Medal/Trophy		
Souvenir		
Hampers		
Accommodation	1200	