**Mission Sheet for KF5012**

Please create one of these sheets **for each mission you have done,** and please include these sheets **in your project submission**.

The point of this form is to give you a chance to direct us to the work you have done, so that marks can be given fairly, and without missing any of your work. We want you to draw attention to which work meets the criteria for the specified elements in the mission brief. Also this gives you a chance to draw attention to any work you have done that goes beyond expectations

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| Mission name | Project Managment |
| Team name | Allo Allo world |
| Student responsible for mission (it team write “team”) | Christopher Ewart |
| For team missions: should this mission be marked? | Yes |
| In the project brief, the details for this mission outlined several **elements** that should be created for the mission. Please identify clearly which work meets which elements. | ●Code of Conduct - code of conduct for the team  See Code of conducts (3 versions) and this section in the assignment report  ●Skills Audit - skills audit of the team  Skills audits already handed in  ●Risk Analysis - summary of the risks involved in the project  See risk analysis in the supporting document folder on GIT HUB and this section in the assignment report  ●Task Management - task breakdown, prioritisation and allocation  See Action spreadsheet in the supporting document folder on GIT HUB and this section in the assignment report  ●Master Schedule - timeline with deliverables and milestones  See Gantt chart in the supporting document folder on GIT HUB and this section in the assignment report  ●Progress Report - logs of progress and records of communication  See Meeting munities in the in the supporting document folder on GIT HUB and this section in the assignment report as well as appendix 1 on the assignment report |
| If you have work that you think means you have **gone beyond expectations** for the mission, please give details here. Note: this includes sensible work you have done to compensate for team members dropping out or team missions not being completed. | I have had to deal with the following :-  Getting the assignment 4 weeks later that expected (this fell when another assignment deadline was due) – This meant it was hard to get the project off the ground as other team members all had a deadline due  Losing a Team Member – We lost a team member early on this was during a time when we are trying to organize and get the project going, just as it looked like we were going to get going.  Covid 19 – Once the announcement from the uni came out it was very hard to keep things moving and motivated. Each member of the team said they still wanted to complete the assignment, however this was easier said than done and motivation was very low within the team. All meeting had to be done remotely also which was a challenge. |
| Any other **notes** you want to make about this mission. |  |