**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 Management |
| Team name | Dacia Sandero |
| Student responsible for mission (it team write “team”) | Gabriel-Claudiu Stelea |
| 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 – CodeofConduct.docx * Skills Audit – Dacia Sandero.pdf * Risk Analysis – Risk Management.docx * Task Management – Gantt.xlsx * Master Schedule – part of Gantt.xlsx (?) * Progress report – Meeting logs.docx ; communication done through messenger, could not provide copy due to large amount of messages |
| 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. |  |
| Any other **notes** you want to make about this mission. |  |