**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 | Keeping Up Appearances |
| Student responsible for mission (it team write “team”) | Robert McNicol |
| For team missions: should this mission be marked? | N/A |
| 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. | The project management mission is split into 4 folders on GitHub:  Code of conduct:   * Includes the code of conduct   Meetings   * Meeting Docs folder:   + Includes meeting documentation and information concerning the way the project works given the covid19 pandemic. * Scrum folder:   + Includes documentation preparation/ templates of how scrum sprint meetings and reviews would have been documented if the iterative development mission was not dropped   Proposal and Skills audits:   * Includes the project proposal and team member skills audits as requested earlier in the semester and project timeline.   SPMP:   * This is the main Project management documentation:   + Contains the following information: Risk analysis, task management, master schedule, and progress report   + Also contains extra other common details of a SPMP, as this documentation was chosen to better implement industry standard professional project management practices. |
| 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. | N/A |
| Any other **notes** you want to make about this mission. | Please note that due to the COVID19 pandemic, the decision of the team to self-manage individual missions left this mission quite bare for the remainder of the project after the government’s implementation of a national lockdown. Hopefully you will find sufficient evidence through the initial project management and project preparation in the documentation provided that meets the mission requirements despite this team decision. |