# Time Management Sheet

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| Name: Mingyan Zhong (Frank) | Role: Quality Manager |

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| **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** | **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** |
| 12 Jan | 3 hours | solar ﬂux distribution in concentrated solar power |  |  |  |
| 13 Jan | 3 hours | Tidal Energy Assessment and Economics |  |  |  |
| 14 Jan | 2 hours | ISO 9001 stndard research |  |  |  |
| 15 Jan | 4 hours | The economics of tidal energy |  |  |  |
| 16 Jan | 3 hours | International Electrotechnical Commission (IET) standard |  |  |  |
| 17 Jan | 2 hours | Group meeting |  |  |  |
| 18 Jan | 2 hours | Planning permission of the project |  |  |  |
| 19 Jan | 2 hours | Matters Specified in Conditions (MSC) application |  |  |  |
| 20 Jan | 3 hours | Quality of wind power |  |  |  |
| 21 Jan | 2 hours | Quality of solar power |  |  |  |
| 22 Jan | 3 hours | Wind Energy Potential Assessment of Great Cumbrae Island |  |  |  |
| 23 Jan | 2 hours | Quality of tidal power |  |  |  |
| 24 Jan | 2 hours | Group meeting |  |  |  |
| 25 Jan | 2 hours | A guidance note on the national standards for the validation and determination of planning applications and other related consents in Scotland |  |  |  |
| 26 Jan | 1 hours | Checklist for applications for Approval of Matters Specified in Conditions (MSC) |  |  |  |
| 27 Jan | 3 hours | If the Project requires a EIA (Environment impact assessment ) |  |  |  |
| 28 Jan | 3 hours | If the Project within the “Sensitive location” on the EIA |  |  |  |
| 29 Jan | 3 |  |  |  |  |
| 30 Jan | 2 |  |  |  |  |
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| **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** | **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** |
| 29 Jan | 1 hours | Summarize the information |  |  |  |
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Task Management Sheet

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| Name: | Role: |

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| **ID** | **TASK** | **TIME SPENT** | **DATE** |
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ID: First 2 letters from each role. E.g. Quality Manager should be QM Time Spent should be an estimation of the time used for every task needed.