

OpenEMIS Mission Report

PART A: OVERVIEW			
Project Name		Mission Start Date	
Project Reference		Mission End Date	
Project Sponsor		Project Client	
Sponsor Focal Point		Client Focal Point	
PART B: PLAN			
Mission Objectives			
Achieved Results			
Key Issues for Follow-Up			
PART C: DETAILS			
Date	Start Time	End Time	Location
Activity Name / Meeting Purpose			
Activity / Meeting Outcomes / Decisions			
Name	Position	Organization	Contact
Date	Start Time	End Time	Location
Activity Name / Meeting Purpose			
Activity / Meeting Outcomes / Decisions			
Name	Position	Organization	Contact
Date	Start Time	End Time	Location
Activity Name / Meeting Purpose			
Activity / Meeting Outcomes / Decisions			
Name	Position	Organization	Contact
Date	Start Time	End Time	Location
Activity Name / Meeting Purpose			
Activity / Meeting Outcomes / Decisions			
Name	Position	Organization	Contact