# END OF DESIGN STAGE REPORT

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| **Project name:** | Healix.com |
| **Author:** | Project Manager |
| **Approver:** | Program Manager |
| **Stage Concluded** | Design Stage |
| **Version:** | 1.0 |

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
| 26.03.2024 | Program Manager (Hasky Ovye) |

# Notes

The Design stage has been concluded as scheduled with all deliverables met. Initial draft documentation for the design stage (Week 5 and 6) has been submitted by the team, awaiting feedback from the PgM.

# Project Objectives

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|  | **Target** |  | **Current State** |  |
| **Scope** | In Scope Features documented |  | No changes in Scope |  |
| **Time** | 12 weeks |  | On Schedule |  |
| **Cost** | £95,000 |  | On Budget |  |
| **Quality** | Quality Controls and User Acceptance Tests to be conducted in Development phase | | | |
| **Risks** | Risks identified and monitored as documented in the RAID Log | | | |
| **Benefits** | Benefits plan documented in the Business case | | |  |

# Team Performance

The team has performed well overall and the project is still on track.

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| **Finished work** | **Owner** |
| Create Azure Board and ensure everyone is added | PM |
| Update Trello Board | PM/BA |
| Submit PSR (Week 1 – 6) | PM |
| Submit Product Requirement Document | PM |
| Create Process Maps | BA |
| Create Wireframes | BA |
| Revise AGILE Scrum Guide | PM/BA |
| Send Development stage plan document | PM |
| Send end of design stage report | PM |

# Follow-on Action Recommendations

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| **Unfinished work or open issue/risk** | **Owner** |
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# Issues and risks

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| **Issue or risk** |
| **Communication Breakdown**: We experienced poor communication among team members and stakeholders, which lead to misunderstandings, delays, and rework. |

# Lessons Learned

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| **Lesson Learned** |
| 1. **Continuous Improvement**: Lessons learned help we the PM’s and BA’s identify what went well and what didn't during the initiation stage. This information helped us in making improvements in processes, procedures, and methodologies for future projects. 2. **Stakeholder Confidence**: We demonstrated a commitment to learning and improving which instills confidence in stakeholders, including clients and sponsors. 3. **Risk Mitigation**: By analyzing our past successes and failures, we PM’s and BA’s can identify potential risks and take proactive measures to mitigate them in future projects. |