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BUS 230, Joan Wissmann

1. **Discuss the internal post project evaluation process and the two types of meetings involved.**

Important activity during the closing phase is conducting post project evaluation meetings within the project team or organization that performed the project. The purpose of such meetings is to review and evaluate performance of the project and to identify what can be done to improve performance on future projects. There should be two types of meetings: individual meetings with team members and a group meeting with the project team. They should be held as soon as possible after the completion of the project, and they should be announced in advance so that people can be prepared. It is also can be called a PRI review (post-implementation review). It helps you answer the following key questions:

a) Did the project fully solve the problem that it was designed to address?
b) Can we take things further, and deliver even bigger benefits?
c) What lessons did we learn that we can apply to future projects?

2. **List several questions that you would ask during a post-project evaluation and describe changes that you would make in your next project to improve based upon possible responses to the questions.**
   - Was the project successful in your view?
   - Was the project implemented on schedule?
   - In hindsight, was the project development approach taken the most appropriate?
   - How would you rate the quality of the final product or system?
   - Were quality assurance processes employed?
   - Was sufficient testing of the product or system carried out prior to implementation?
   - Was the project staffed appropriately?
   - How would you rate the teamwork and morale of the project team?
   - Do you think the Project Manager performed his or her role effectively?
   - How would you rate the level of communication within the project team?
   - Is there anything else you would like as a feedback for this project?

   Since not all the projects are the same, some information from post project survey

maybe transferable, however, lessons learned was designed to document and use past experiences. I were a PM successfully finishing the project, I would spend few hours studying survey answers and then write an email to the team or express my observation in the next meeting. Also, while reviewing the survey I would concentrate on things that are easy to change and don't require extra cost. For example, it is not always in your power to make developers code faster, however if client complained about poor communication from the project team – that should be addressed and improved immediately.

3.List the several lessons learned from a project in which you were a project team member or project manager. How will these lessons learned inform your future projects?
One of the biggest lessons I've learned while participating in various projects is stress control. It is amazing how many things can go wrong in one's life if no stress management is in place. Teams become less productive, people quit, cohesiveness fades away and project success ration declines dramatically. It is also important to communicate effectively within project team and stakeholders. Avoid groupthink and rely on prior experiences or expertise.
There is a saying in Ukrainian language, it says "measure 7 times, cut once". My grandma taught me that since I was a toddler. Always check your work, explore all possible options and actions and then check again. Ask for help.