Lessons Learned Document

Project Name: Finverse
Team Name: Merge Minds
Project Duration: 12th July – 20th October
Prepared By: Anosha Hafeez
Role: Project Manager (PM)

1. Introduction

This document summarizes my experience, key learnings, challenges, and observations while working as a Project Manager (PM) in the team. It highlights the skills I developed, tools I explored, team interactions, and areas for improvement to enhance future project management efficiency.

2. Personal Experience

Working in this project has been an enriching experience. My journey as a PM helped me step out of my comfort zone and actively engage with each team member. I focused on:

* Communicating effectively with all team members.
* Ensuring smooth task coordination even when facing communication gaps.
* Handling pressure calmly and efficiently.
* Maintaining perfection in group work while balancing deadlines.
Overall, my experience has been quite positive and has strengthened my confidence in leading a team.

3. Tools and Technologies Used

During the project, I explored multiple tools to improve productivity, collaboration, and technical contributions:

Tool	Purpose
ClickUp	Task management, progress tracking, deadline management
Notion	Documentation and knowledge repository
Mermaid.io	Diagram creation for process visualization
Draw.io	Flowcharts and project diagramming
GitHub	Version control and collaborative coding
VSCode	Code editor for development
WPS Office	Documentation, presentations, and spreadsheets

All work completed using ClickUp:
https://app.clickup.com/90151778580/v/li/901516394155

4. Key Learnings

Through this project, I learned the following:
* How to meet project deadlines efficiently.
* How to manage tasks and communicate effectively, even with limited communication.
* How to handle group work challenges calmly and ensure team alignment.
* The importance of avoiding unnecessary conversations that could lead to disagreements.
* The benefit of completing tasks at least 1–2 days before deadlines.

5. Technical Skills Acquired

Alongside project management, I improved my frontend development skills:
* ReactJS
* NextJS
* JavaScript
* Tailwind CSS
These skills allowed me to contribute technically as well as manage the team.

6. Challenges Faced

Some challenges encountered and overcome include:
* Coordinating multiple team members with different schedules.
* Managing perfectionism without slowing down project progress.
* Balancing personal and academic workload with project management responsibilities.

7. Lessons to Apply in Future Projects

* Avoid unnecessary discussions and listen actively to team members opinions.
* Finish tasks 1–2 days ahead of deadlines to manage unexpected issues.
* Maintain calm under pressure and focus on team development.
* Continue learning project management tools and technical skills simultaneously.

8. Team Member Reviews

My observations and feedback on team members:

Team Member	Strengths	Areas for Improvement
M.Umer	Creative solutions and punctual.Excellent documentation	He should further develop his skills, given his strong problem-solving abilities, particularly by gaining more technical expertise
Khubaib Ahmed	Good communication Skills and Great Observation Skills.	Need to Explore more on technical side
M.Farooq	Quick learner,Amazing Desgining and Graphics skills	Needs to participate more in discussions
Sarim ul Haq	Great Coding Skills and diagramming	Should ask for help when stuck
Overall Team	Collaborative, motivated,	Focus on clear communication and

	supportive		should express ideas more

9. Conclusion

This project has been a valuable learning experience that allowed me to grow both as a Project Manager and a frontend developer. The combination of effective communication, technical skills, and project management knowledge will be applied to future projects to ensure even better outcomes.

Prepared By:
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Date: 20th - October-2025