

## Document 12: Lessons Learned

Area	Start Doing	Stop Doing	Continue Doing
Initiating	Define responsibilities of each and every team member clearly		Meet on regular basis with stakeholders to verify the project details
Planning	Research thoroughly. Understand project requirements properly. Create Document action plan and work accordingly	Assign work unequally. Delay team meetings. Procrastinate given tasks to team members	Communicate patiently with the team members. Follow project timelines
Executing	Work efficiently according to the document action plan of the project. Meet with stakeholders to review project documents and gather feedback. Revamp plans when necessary		Notify stakeholders about the advancements made in the project
Monitoring & Controlling		Perform tasks which are out of scope	Track and sustain stakeholders requirement
Closing	Check on all the stakeholders requirement whether it was fulfilled or not		Closure meeting with each stakeholder