# Retrospective – UCC-1 Filing Automation

**Overview**

This retrospective summarizes the project experience, highlighting successes, challenges, and improvement opportunities identified during the requirement analysis and documentation phases of the UCC-1 Filing Automation System.

The purpose of this retrospective is to evaluate project performance and identify lessons learned to improve future project execution.

---

## ✔ What Went Well

- Clear understanding of business problem and automation requirements
- Strong collaboration between Operations, Compliance, and IT stakeholders
- Successful identification of manual process gaps
- Proper documentation of business and functional requirements
- Creation of structured process flow and system diagrams
- Defined user roles and responsibilities using RACI Matrix
- Effective identification of exception handling scenarios
- Proper requirement traceability across BRD and FRD

---

## Challenges Faced

- Initial difficulty in identifying complete stakeholder requirements
- Understanding integration dependencies between systems
- Structuring documentation across multiple artifacts
- Managing consistency between diagrams and requirement documents
- Identifying detailed functional and non-functional requirements
- Defining exception handling scenarios in early stages

---

## Improvement Opportunities

- Conduct early stakeholder workshops for requirement clarity
- Improve requirement validation sessions with technical teams
- Use requirement traceability matrix to maintain requirement consistency

- Improve collaboration between business and technical teams
- Implement early prototyping or wireframing to improve understanding
- Conduct regular review meetings to ensure documentation accuracy

## Key Learnings

- Automation significantly reduces manual processing errors
- Proper requirement documentation improves system clarity
- Stakeholder communication is critical for project success
- Visual diagrams improve understanding across departments
- Exception handling scenarios are essential for system reliability
- Agile practices help in continuous improvement

## Future Action Plan

- Conduct periodic requirement review sessions
- Improve documentation standardization
- Introduce automation testing strategies
- Enhance system scalability planning
- Strengthen stakeholder communication framework