**Lessons Learned**

**Project Terra**

**Arbor Animalia**

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**7/31/22**

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# **Introduction**

The purpose of the lessons learned document for Project Terra is to capture the project’s lessons learned in a document for future use. This document may be used as part of new project planning for similar projects in order to determine what problems occurred and how those problems were handled and may be avoided in the future. Additionally, this document details what went well with the project and why, so that other project managers can use these actions. Project managers may also use this document to determine who the project team members were in order to provide feedback for planning their projects in the future. This document will be communicated with the organization and will become a part of the organizational assets and archives.

# **Lessons Learned Approach**

The lessons learned from Project Terra are compiled from project journal entries throughout the project lifecycle and through interviews with project team members. The lessons learned from this project are for future projects, so that other project managers may have enough information on which to help base their project plans. The lessons learned in this document are categorized by project knowledge area. These knowledge areas consist of: procurement management, risk management, integration management, quality management, time management, cost management, scope management, human resource management, and communications management. NOTE: some knowledge areas may not contain lessons learned if none were documented throughout the project lifecycle.

# **Lessons Learned from this Project**

The following chart lists the lessons learned for Project Terra. These lessons are categorized by project knowledge area and descriptions, impacts, and recommendations are provided for consideration on similar future new construction projects. It is important to note that not only failures or shortcomings are included but successes as well.

| Category | Issue Name | Problem/Success | Impact | Recommendation |
| --- | --- | --- | --- | --- |
| Communications Management | Scheduling | The team successfully met up when needed while running a flexible schedule. | This tactic proved efficient and worthwhile, allowing team members to relax a bit and work autonomously. | This specifically works if deadlines are set for a more autonomous team. |
| Human Resources Management | Personel | One member refused to do work and communicate with the team. | Toward the end of the project this caused other members to pick up the slack and the member was terminated. | Pressure anyone who isn’t cooperating and terminate them if needed. |
| Integration Management | Server-Client Integration | There were issues integrating the server to the user interface and combining others work | This has made it difficult to easily create the final product. | Establish a working collaboration feature early on in the process. |
| Time Management | Due Dates | Very successful in getting things done when needed. | No matter when they were in the process to start, the team always got tasks done. | Set due dates and deadlines to establish a timely manner for the project to get done. |
| Human Resources Management | Morale/ Teamwork | The team worked well together and balanced socializing and work time. | This increased the morale of the team. | Make sure the team has time to relax and talk while getting work done. Maybe have a pizza day. |

# **Lessons Learned Knowledge Base / Database**

The lessons learned for Project Terra will be contained in the github: <https://github.com/BenGagliano/CPT-200-Group-2.git> . This information will be under the paperwork branch. This information will be valuable for any project manager assigned to a new project in the future.

# **Process Improvement Recommendations**

As indicated in the lessons learned chart above, Project Terra struggled at establishing a solid base plan and instead created a malleable general plan that would evolve over time. To improve this, the PM should talk with the team to establish what kind of management would prove to be the most efficient and from there formulate how strict a plan will be required.