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| **LESSONS LEARNED REPORT** | | |
| **Project Name** | Personalized Academic Planner [PAP] | |
| **Project Sponsor** | Dr. Yogesh Sharma. | |
| **Project Manager** | Dr. Yogesh Sharma. | |
| **What went well during the project?** | | |
| Feasibility Study and planning | | |
| Business Case Document Formulation | | |
| Project Charter Document Formulation | | |
| Project requirements and cost estimates document formulation | | |
| Meeting Schedule times | | |
| **What did not go well during the project?** | | |
| Activity Planning and Schedule | | |
| Project Oversights | | |
| Project Presentation below what was expected | | |
| Poor project Control | | |
| **What should we do differently next time?** | | **How will this be done?** |
| Improve Activity Planning and Scheduling | | For future projects we should employ more use of project planning techniques to better visualize project timeline and make any needed adjustments. |
| Address Project Oversights | | In future projects we should regularly review project progress and adjust plans as necessary as this can help us identify potential issues and take corrective actions. |
| Enhance Project Presentation document to meet Required requirements | | Improve presentation skills and ensure that the required contents are contained within the presentation file. |
| Strengthen Project Control | | Implement robust control process for future projects by giving regular status updates and implementing better risk management and change control procedures. |