# Lessons Learned Report

|  |
| --- |
| **Prepared by: Hazem Hamada Abdellatif Mohamed, 16p3100.**  **Project Name: Collaboration beer-teaching system.**  **Project Sponsor: Dr. Ayman Baha.** |
| 1. Did the project meet scope, time, and cost goals?   ASU needed a system quickly and efficiently. As such, we prioritized the triple constraint. Doing this, we were able to meet all of our goals regarding time cost and scope.   1. What was the success criteria listed in the project scope statement?   As defined earlier in our scope statement, our goal is to complete this project within six months of the start date. The project will be successful if it will draw new users to the system and accepted by the stakeholders. To meet these goals, the system must be professionally designed and it must stay consistently dependable and secure. The system must not be down for more than 2 hours a day for maintenance repairs. It must also be easily managed by the organization and its users. Precise facts and information are to be presented without any flaws or misrepresentations.   1. Reflect on whether or not you met the project success criteria.   The project ended successfully by meeting the criteria above. The system was tested and was found to have no flaws in security or maintenance. The system was turned over to ASU CESS with the proper training to be easily maintained by its staff. However, it will take a longer period of time to test if the success was met in competing the google classroom system. As a bonus to the criteria, we were able to complete the project under the estimated budget.   1. In terms of managing the project, what were the main lessons your team learned?   There were many beneficial lessons that were learned while managing this project. First, a lesson was learned with working with stakeholders. It is necessary to communicate and work with stakeholders early in the project and STAY in contact with them. The project started with contact of major stakeholders and clients but failed to stay in contact with them often. This led to scheduling issues. Second, how to deal with resource allocation was learned. It should be defined at the beginning of the project when resources are needed and put in writing that resources will be available for their assigned dates. This was not handled properly in our project and it caused the project to be behind schedule. Third, we learned how to better manage our budget. We allocated way too much money up front in the project which left us short when coming up on the completion of the project. More money is needed when trying to get the project out the door so less money should be allocated up front. Lastly, one of the main lessons we learned throughout this project was in training. We underestimated the training we need to provide for the staff of ASU so more time needed to be allotted to make sure that ASU was left with a good feeling of how to use and maintain their new system.   1. Describe one example of what went right on this project.   One example of something that went right with this project was the quality of the project. This was because we had quality employees working on the project. Although we had some inconveniences with having all of our resources at the right time, they work they completed meet our project quality standards. The project teamed worked well together and there was key communication with one another. The morale of the team was lifted at every milestone with incentives to keep working hard.   1. Describe one example of what went wrong on this project.   Communicating with some of our major stakeholders was a problem that occurred in this project. This was our biggest lesson learned. We met with these stakeholders at the beginning of our project and received what their requirements and expectations were. However, as the project developed and more of the pages of the system were being constructed, the communication with key stakeholders lacked. This caused us to have to go back, in some cases, to revise the design of the pages to meet the standards or likes of the stakeholder. This easily could have been avoided with more contact of the stakeholders.   1. What will you do differently on the next project based on your experience working on this project?   If given an opportunity to do another project like this, we would take some actions differently. Mainly, the lessons that were learned completing this project would help to complete another project with fewer complications. This would again be contacting stake holders early and often. This would also include having our resource allocation defined in writing at the beginning of the project. The management of the budget would be run differently by allocating less money up front and having more money near the completion of the project to help push the product out on the market. One suggestion we may do differently on another project that has not been mentioned to this point, would be to create our work breakdown structure in a different way. We would create it in a deliverable oriented way instead of using the phases of project management. The WBS would be broken down into functional groups so each group would have its own WBS. This would be tested out and then compared to the phase oriented WBS to weigh pros and cons. |