**Lessons Learned**

**YouAnalytics**

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**Table of Contents**

[Introduction 3](#_Toc141716997)

[Lessons Learned Approach 3](#_Toc141716998)

[Lessons Learned from this Project 3](#_Toc141716999)

[Lessons Learned Knowledge Base / Database 4](#_Toc141717000)

[Process Improvement Recommendations 4](#_Toc141717001)

[Team Members 4](#_Toc141717002)

# Introduction

The purpose of the lessons learned document for the YouAnalytics Project is to capture the project’s lessons learned in a formal document for use by other project managers on similar future projects. 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 may capitalize on these actions. Project managers may also use this document to determine who the project team members were in order to solicit feedback for planning their projects in the future. This document will be formally communicated with the organization and will become a part of the organizational assets and archives.

# Lessons Learned Approach

The lessons learned from the YouAnalytics Project are compiled from project note entries throughout the project lifecycle. Lessons learned were also gathered through interviews with project team members and other stakeholders as necessary. The lessons learned from this project are to be used as references for future projects and contain an adequate level of detail 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

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| Category | Issue Name | Problem/Success | Impact | Recommendation |
| Communication Management | Documentation | It would have been better for the Professor to have the PM create all project document templates the first week so these could be updated throughout the project. | Lost changes, lost lessons learned, etc. Time management could have been planned better when schedules are busy for the group. | Have PM create a file repository on a shared drive for the team (ex. OneDrive) and list all templates that will be used throughout the class. |
| Time management | Scheduling | Unsure of who was available when | Inability to have the entire team meet to discuss the project, including one team member that worked when the rest of us were available. | During the first meeting, set up a set schedule at least once a week that works for all team members. Other meetings could still be planned but at least one a week we ALL would be participating |
| Communication Management | Document Collaboration | Use of OneDrive shared folder worked well for document collaboration as well as working on the presentation. | Documents and presentation completed by all team members and on time | While final documents need to be uploaded to GitHub, it is hard to collaborate on office documents in that repository. I highly recommend using a shared one drive folder for the team. |
| Integration Management | Front End vs Back End Development | Front end and back-end development was done independently by separate parties. As a result, some features in the front end were not initially compatible with back-end features. | More work had to be done to correct the issues that were created via independent development. | Better coordination between development groups and maybe co-development where everyone works on both the front and back end. |
| Scope Management | What features to include and what to exclude | The Google API includes other features not currently in the application. What features to use vs what to exclude based on capacity was a matter of discussion. | App does not use full functionality of Google API. | Future development work to incorporate all features to existing application. |
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# Lessons Learned Knowledge Base / Database

The lessons learned for the YouAnalytics Project will be contained within this document located on the projects shared one drive folder and maintained by the project manager. This information will be catalogued under the project’s year (2023), project’s class number (CPT-200-R96), and the type of project (web-based application) for future reference. This information will be valuable for any project manager assigned to a web-based application project in the future.

# Process Improvement Recommendations

Involve extra pre-planning steps to include more details around scheduling time as a team. This would also include extra planning meetings with combined efforts from front-end developers and back-end developers.

# Team Members

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