

PROJECT DOCUMENTATION

LESSONS LEARNED LOG

Project: **E-Commerce Website for Caramels and Almonds**

Release: August 2023

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PRINCE2

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Lessons learned log

Date: 05th August 2023

1 Lessons Learned Report History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location.

1.2 Revision History

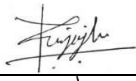

Date of this revision: 05/08/2023

Date of Next revision:

| Revision date | Previous revision date | Summary of Changes | Changes marked |
|---------------|------------------------|--------------------|----------------|
| 05/08/2023 | - | First issue | |

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

| Name | Signature | Title | Date of Issue | Version |
|--------------------------|---|-----------------|---------------|---------|
| Dr.Yasas Jayaweera | | Project Board | 06/08/2023 | 1.0 |
| Pruthuvi Wijesinghe |  | Project Manager | 06/08/2023 | 1.0 |
| Miss. Sanuthi Wijesinghe |  | Client | 06/08/2023 | 1.0 |

1.4 Distribution

This document has been distributed to:

| Name | Title | Date of Issue | Version |
|-----------------------------|--------------------|---------------|---------|
| Pruthuvi Wijesinghe | Project Manager | 06/08/2023 | 1.0 |
| R.S Senarathna | Quality Manager | 06/08/2023 | 1.0 |
| A.S De Silva | Risk Manager | 06/08/2023 | 1.0 |
| H.M Pumudi Herath | Start-up Manager | 06/08/2023 | 1.0 |
| Hasini Jayasekara Vithanage | Scheduling Manager | 06/08/2023 | 1.0 |

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Lessons Learned Log

3 Purpose

This document outlines the team's project-related learnings, which can be applied to future work. The management process, its results, the tools and methods employed, the difficulties each team member encountered, and the reasons for those difficulties based on their roles throughout the project are all covered in this document. Future projects will apply the lessons learned about managing challenges and minimizing their impact.

4 Management/Quality Process Assessment

Throughout the course of this project, a number of methodologies were used, but a few crucial components were crucial in establishing management and quality control success. By establishing efficient management and quality control methods, it was possible to guarantee that project team members were aware of their assigned duties and due dates, which allowed for the efficient completion and submission of assignments within the allotted time period. The team was able to collaborate effectively and adhere to the project's schedule thanks to the regular management of the Trello board. I took on the duty of managing the team and making sure all client demands were met in my capacity as the project manager. This proactive strategy also allowed for trouble-free testing and quality assurance.

The project team members showed excellent cooperation and teamwork, working well together to complete their assigned tasks. The team successfully completed all specified tasks thanks to my guidance at crucial points during each step. The team showed its capacity for collective problem-solving by supporting one another during trying times. Effective management techniques were critical in reducing mistakes and delays and enabling on-time task completion in accordance with the project schedule. In addition to careful management and excellent communication, the team's synergy with the project manager was crucial to meeting project milestones and maintaining a high level of quality throughout its duration.

The startup manager was able to fully comprehend the client's requirements and the primary requirements of the project. The group successfully established and met the deadlines, and they constructed the website as a result. To ensure that team members are working on the most recent versions of the reports and keeping the project board informed

of developments, versions of all documents have been managed using GitHub and Google Drive. The quality manager successfully finished testing the system. In order to move forward with the project without any problems, the risk manager has evaluated all the risks and offered a mitigation strategy. To keep the client informed on the status of the project, the scheduling manager set up frequent meetings with her. The progress of the project was also reported to the project board. Each week, new system features were offered to them for confirmation, along with information on how they worked.

5 Deviations

The project is developed in accordance with the client's given requirements. Below are the most recent adjustments:

- Some minor UI changes were made.
-

6 Method/Tool Performance

To effectively complete the project and take a developmental approach, the project team supported the implementation of the PRINCE2 project management methodology. Using the PRINCE2 documentation templates offered by BREO, all necessary documents were created.

The software tools that the project team used are:

- Draw.io

Draw.IO was used to create UML diagrams for both systems and software.

- Figma

Figma was used for the design of the system interfaces.

- WooCommerce

Used as a plugin for WordPress.

- WordPress

Used to implement the entire project.

- MySQL

Used for the purpose of adding, accessing, and managing content in the database.

- Microsoft Office

Used for the preparation of documentation.

- Zoom

The project team uses the specialized video teleconferencing system Zoom Cloud Meetings for daily meetings.

- Selenium

To execute automated tests on a browser, Selenium was used as a UI testing framework.

- Github

Used to version control the documents.

7 Recommendations

The effectiveness of team communication affects the achievement of the project's objective. On the Trello board, the tasks given to each team member were listed. The ability to monitor the growth at each stage was also useful. The front end of the website was completed on schedule thanks to the incorporation of all the elements that the owner of Caramels and Almonds had requested.

8 Measurements of Effort

Figure 8.1 shows the effort of each group member. Each participant's weekly hours spent completing project chores were utilized to gauge their level of effort.

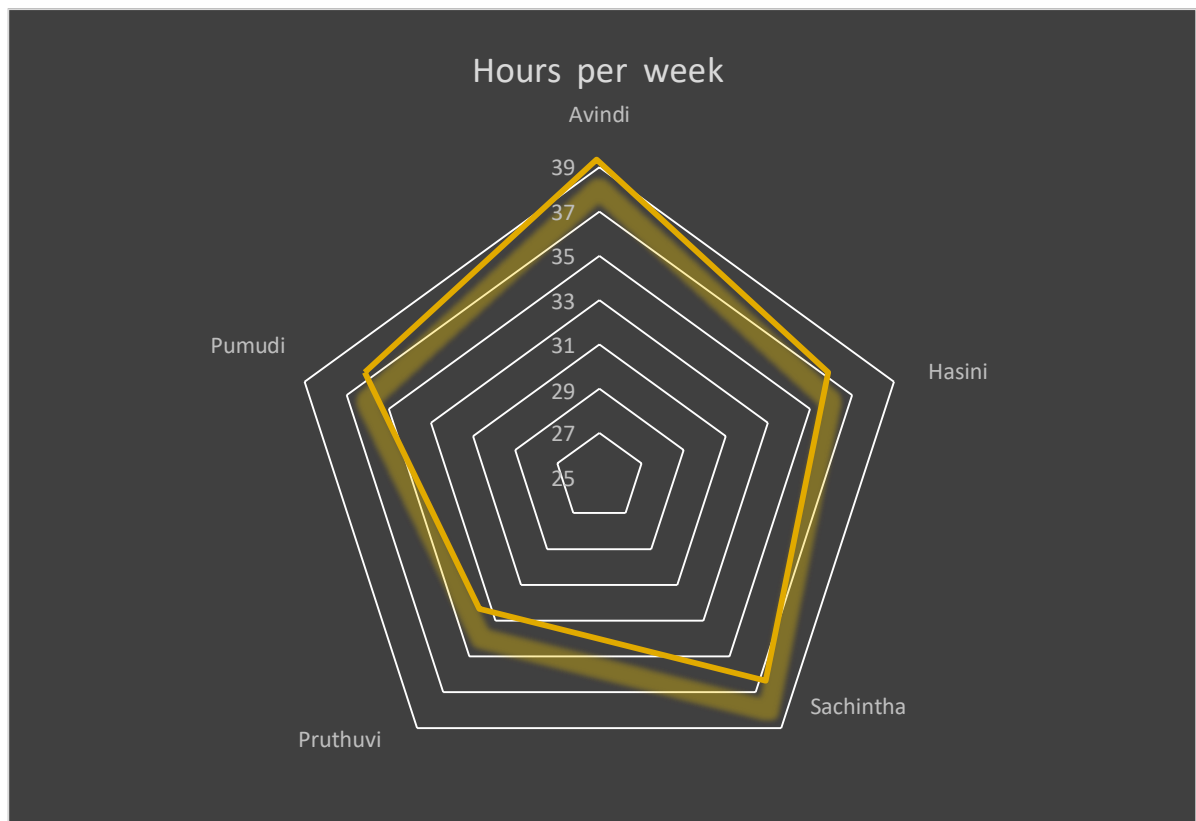


Figure 8. 1: Hours per week done

9 Quality/Test Assessment

Unit testing has been done on the Home, About Us, Contact Us, Shopping Cart, Payment Gateway, User Account, Sign-Up, and Login pages. All of the aforementioned tests were successful. Additionally, the Lighthouse program was used for the testing, and every outcome was favorable.

Lessons learned log

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