LESSONS LEARNED

04/13/2022

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| **Project Title:** | Spring Fest | **Date Prepared:** |  |

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| **Project Performance Analysis** |

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|  | | **What Worked Well** | | **What Can Be Improved** | |
| Requirements definition and management | | All requirements were clear from the beginning and thus were followed all along the project hence causing no ambiguity. | | Minor details could be addressed regarding each stage. | |
| Scope definition and management | | Scope was clear from the beginning till the end and no changes were requested. | |  | |
| Schedule development and control | | Overall scheduling went fine as no major delays were observed. Project was completely under control. | | Contractor’s estimate should be taken using 3-point estimation strategy. | |
| Cost estimating and control | | No over budget expenses were done and the reserve fund of 9000$ remained intact by the end. | | Slightly cost variance estimation needed to be worked on. | |
| Quality planning and control | | Quality of overall event was very amazingly handled by qualified staff as no COVID, or security related issue raised. | |  | |
| Human resource availability, team development, and performance | | Most of the staff and team were available on time. | | More members in general staff need to be included to ease the flow of work throughout. | |
| Communication management | | The effectivity of communication plan was witnessed as not communication gaps were faced. | | However, marketing team frequency need to increase as total people registering should be updated regularly. | |
| Stakeholder management | | All stakeholders were happy with the success and the way they were included in all important decisions. | |  | |
| Reporting | | No major reporting issues were faced | | Number of people registered should be reported more frequently. | |
| Risk management | | Major risks assessed such as security or COVID, were not observed even at small scale. | |  | |
| Procurement planning and management | | All contracted delivered what they promised and when they promised which led to great success of event. | |  | |
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| **[Areas of Exceptional Performance](#Areas_of_Exceptional_Performance" \o "Identify areas of exceptional performance that can be passed on to other teams.)** | | [**Areas for Improvement**](#Areas_for_Improvement) | |
| **Despite being an event of 970 people, no COVID-19 issue was found because quality standards were strictly obeyed, also no security protocols were broken because of exceptionally good security.** | | **Estimation system for various factors need to be changed to 3-point system for efficient estimation leaving some gap for improvement.** | |
| **Although there were several medical and environmental risks involved but due to good planning and management, no issue was raised causing trouble scope or budget-wise.** | | **Cost and Budget need to be drilled down slightly more to get a more clear and precise idea.** | |