

* Lessons Learned Analysis:-

- It's a structured review conducted at the end of the project to identify key takeaways.
- It helps organization to improve future projects.

1) Objectives:-

- Capture knowledge from the current project
- Identify patterns that lead to success or failure
- Promote continuous improvement

2) Process:-

i) Schedule a Lessons Learned Meetings:-

- Involve the entire project team & key stakeholders.
- Try to get encourage to give honest feedback.

ii) Gather Feedback:-

- While taking feedback, ask questions such as:
 - What worked well?
 - What didn't work?
 - What should we do differently next time?
- Collect feedback through:-
 - Team interviews
 - Anonymous surveys
 - Open discussions

iii) Document Key Lesson:-
Use a table to document imp. lessons.

Category	Observation	Impact	Recommendation
Communication	Weekly meetings were inconsistent	Missed deadline	Set fixed weekly status calls
Tools	Project management tool not adopted	Poor task tracking	Provide tool training early
Teamwork	Storing Collaboration	Fast resolution of issues	Encourage more cross-role sessions

iv) Distribute the Report:-

- Share ^{with} the leader the reports with leader & the PMO.
- Add it to the project knowledge base or repository.

v) Apply to Future Projects:-

- Update standard operating procedure, templates & checklists so that it can be used for future projects.
- Include lessons in onboarding materials for new teams.

* Acknowledging Success & Failures:-

- Why acknowledgement is important?
- Acknowledging success & failures is important for growth, team morale & improving future projects.
- It creates culture of honesty, learning & accountability.

i) Acknowledging Successes:-

- Celebrate milestones & contributions.
- Document what strategies or tools worked.
- Share publicly (internal newsletters, team meetings etc).

ii) Acknowledging failures:-

- Be open about what didn't work.
- Avoid blame - focus on improvement.
- Discuss causes & how to avoid them next time.

* Managing Without Authority:-

- It refers to leading teams or stakeholders when you don't have formal power over them.
- It is common in matrix org.ⁿ or cross-functional teams.

- Skills required for managing.

i) Influence through Expertise:-

Show value through knowledge, reliability & results.