**Lessons Learned Report: Halo Accessibility Project**

This Lessons Learned Report (LLR) reflects on the completion of the Halow Accessibility Project, as outlined in the Project Plan/Project Definition Document. The purpose of this report is to document the successes, challenges, and key insights gained throughout the project lifecycle. By evaluating our experiences, both personally and as a team, we aim to identify areas for improvement and promote better practices in future projects.

**Project Overview:** The Halo Accessibility Project aimed to enhance accessibility features in our digital platforms to ensure inclusivity for users with disabilities. Commencing on 0/02/24 and concluding on end date the project spanned 4 months and involved collaboration among the cross-functional team to implement accessibility functionality.

**Key Successes:**

1. **Stakeholder Engagement:** Throughout the project, we prioritized inclusive design principles and actively engaged stakeholders, including users with disabilities, Halow, and internal team members. Asking questions and incorporating their feedback and insights enabled us to tailor accessibility solutions that met diverse user needs and preferences.
2. **Scrum Methodology:** We managed to stick to an agile approach throughout this task as we incorporated weekly sprints and sprint planning, stand-up calls, potential roadblocks and sprint reviews. We made sure all of these events ran smoothly by having a project manager and a vice-project manager. By using these weekly sprints we were able to adapt task delegation according to how much work had been completed in the week prior. Scrum’s iterative and incremental approach allowed us to provide feedback throughout our short timeboxed iterations and maintained a steady pace throughout this project.

**Challenges and Issues Encountered:**

1. **Legacy System Limitations:** The project encountered challenges related to retrofitting accessibility features into legacy systems with complex architectures. Balancing the need for accessibility improvements with system compatibility and performance considerations required innovative solutions and collaborative problem-solving.
2. **Resource Allocation:** Limited resources, posed challenges to the timely implementation of accessibility enhancements. Strategic resource allocation and prioritization were essential to addressing critical accessibility issues while managing competing project demands.

**Lessons Learned:**

1. **Early Integration of Accessibility:** Integrating accessibility considerations into the initial stages of project planning and design is essential for minimizing retrofitting efforts and ensuring a more seamless implementation process. By adopting a proactive approach to accessibility, we can streamline development workflows and reduce accessibility-related technical debt.
2. **Continuous Testing and Iteration:** Implementing a continuous testing and iteration cycle throughout the project lifecycle allows for early identification and remediation of accessibility barriers. Incorporating user feedback and conducting regular accessibility audits enable us to iteratively improve accessibility features and enhance user experience.

**Recommendations for Improvement:**

1. **Enhanced Cross-Functional Collaboration:** Foster closer collaboration between development teams, accessibility specialists, and end-users to ensure a holistic approach to accessibility implementation and validation.
2. **Change Management Process**: Establish a formal change management process to manage scope changes, stakeholder requests, and other project modifications effectively. Define roles and responsibilities for change control, establish criteria for evaluating change requests, and communicate changes transparently to all stakeholders.

**Implementation Plan:**

1. Develop an accessibility roadmap outlining key milestones, deliverables, and resource requirements for ongoing accessibility initiatives.
2. Establish a cross-functional accessibility working group to facilitate knowledge sharing, collaboration, and accountability for accessibility goals.
3. Implement automated accessibility testing tools and integrate accessibility checks into the continuous integration/continuous deployment (CI/CD) pipeline to streamline accessibility validation processes.

**Conclusion:** In conclusion, the Halow Accessibility Project has provided valuable insights into effective accessibility implementation strategies and highlighted opportunities for improvement in future accessibility initiatives. By embracing the lessons learned and implementing the recommended improvements, we can foster a more inclusive digital environment and enhance accessibility for users of all abilities.