**LESSONS LEARNED**

| **Process Group** | **Start Doing** | **Stop Doing** | **Continue Doing** |
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| Initiating | Establish roles and responsibilities within the project team. | Don’t Assume stakeholder requirements | Brianstorm, Research, collaborate on tasks |
| Planning | Research grants & permits. Meet regularly to discuss progress . Be mindful of stakeholder requirements . | Procrastinating, leaving work incomplete. Missing deadlines. | Be proactive, be aware of grant application deadlines. Meet regularly to discuss progress |
| Executing | Assign team member responsibilities | Dividing work unevenly | Keep stakeholders updated on progress , be mindful of change requests |
| Monitoring & Controlling | Regularly seek feedback from stakeholders | Operating outside project scope | Regularly seek feedback from stakeholders. |
| Closing | Verifying that all requirements were met | Don’t assume project completion | Officially closeout project with stakeholders |