Team: 2

Project Management – OPIM 5270

Team Paper – After Action Review (AAR) #1

Topic / Question:

Meet as a team and conduct an AAR (After Action Review). The event is the handling of the sponsor's non-disclosure agreement (NDA). **Answer the last three topics of an AAR in this Word document.** If it helps, think of it as "what you would do different next time", and "what you were proud of doing this time." It should be 1-2 pages (after this page) with 1.5 line spacing, and 10pt Aerial font:

1. <u>What Was the Intent?</u>

   The sponsor released a non-disclosure agreement that required a signature from each team member. Typed signatures were unacceptable. All the members were to sign an agreement and return it via the HuskyCT Submission. <u>Team communication and collaboration to ensure all members were prompt in signing and returning was necessary to minimize data delays</u>.

2. **What Happened?**

   What exactly occurred? Why? Why not? What were the results? It is hard to recall accurately what happened. That is why it is important to conduct the AAR as soon after the event as possible.

3. **What Was Learned?**

   On the basis of what we tried to do and what actually happened, what did we learn? What do we know now that we did not know before we started? If someone else were to start down the same path, what advice would we give this person?

4. **What Do We Do Now?**

Based on what we know now, what should we do? Because the focus of the AAR is on action, it is important to focus on learning that can be quickly applied back into the action.

Limit your paper to two pages, beginning on the next page.
Format: Arial – 11 pt. 1 ½ line spacing.

What Happened?

On 2nd April 2022, Allen Nobody requested that each member of the group must sign and upload a non-disclosure agreement for the information that is within the 400,000 historical data filed with UCONNIC. The non-disclosure agreement was made available for each group member at this time which can be signed post which the data will be released to the team. Each group member has provided the stories they experienced while submitting the NDA.

Akshay: I first checked the requirements from the sponsor and then decided to proceed in signing the NDA. I was able to download the file correctly and could fill out all the requested details but was facing an issue in using the digital signature in my software. Hence, I produced a workaround in signing the document electronically so that the deadline is met, and the signatures are available to Allen before 3rd April 2022. I conveyed to my team to submit the signed copies to Allen as soon as possible and took regular follow-up for the same but did not know that the data would be received until and unless everyone's NDA is signed.

Kranthi: I submitted UCONNIC NDA two times. The first one was filed with a typed name as a signature which was not accepted by Allen. Unfortunately, I misread the UCONNIC timeline translation excel sheet and gave an incorrect date of 06 April 2022. So, I re-signed and re-submitted the NDA with an electronic signature and an updated date after reading all the requirements thoroughly.

Deepa: I did not know that the Non-Disclosure Agreement cannot be submitted with a typed signature. I was also unaware of the importance of NDA in releasing the data from the sponsor. I submitted the first version with just my name in the signature section. When there was a discussion about the submission of another team assignment, Kajol mentioned that the signatures must be either digital or scanned to submit them to Allen. Hence, I resubmitted the NDA with a digital signature including a correct date in UCONNIC time.

Kajol: For the NDA, I informed all my team members about the deadline to submit it. Later I filled out the NDA with my typed signature using MS-Word without consulting my team members. It was rejected by Allen for the first time, and he has asked to provide the document with an actual signature. I used my electronic signature and re-submitted the NDA document which was accepted then by Allen. In the meantime, I also informed my team members in one of our regular meetings on using digital/scanned signatures instead of a typed name as signature.

Colby: After seeing the announcement on Husky CT that Non-Disclosure Agreements were required, I downloaded the agreement file and edited it with my electronic signature and adjusted the date for the UCONNIC project timeline found using the UCONNIC timeline translation excel sheet. I successfully uploaded the document without consulting any of my team members on 03 April 2022 in pdf format where it was received and approved by Allen immediately. I received a reminder from Kajol to submit the signed NDA as soon as possible and informed her that I already had. I later heard from some of my teammates that they had to resubmit their NDAs.

After all the signatures were received and reviewed, the data was released to OPIM-5270 Team 2 by Allen on 15th April 2022 with 425,000 historic UCONNIC records.

What was learned?
We were allowed another chance to re-submit the documents because of Allen's professional maturity. He understands that "mistakes might happen sometimes but what's important is what have we learned from it and what avoidance measures we are going to take." We as a team learned that it is important to read all instructions carefully before delivering a deliverable and nothing important is overlooked as working errors do result in delays in the project and could have an impact on the organization when frequent. One overlooked detail in the parameters for

the NDA signature was that it could not be a typed signature. An NDA is a legally binding agreement meant to protect ideas and information from being stolen or shared with competitors or third parties; breaching it may trigger a host of legal ramifications.

Another skill we learned was that it is important to communicate with the whole team on projects that have an impact on the whole group, whether they are individual projects or group projects. Communication in this area helps keep everyone on the same page, and because some group members were able to complete the objectives the first time, they would have been able to help the other group members complete their work accurately if they had simply communicated. We learned that communication throughout the group helps everyone, so it is critical to communicate as much as possible. The collective intellect of the group is greater than the sum of its parts, one would say, which helps facilitate a project process as well as reduces the possibility of errors that may result in a loss of valuable time.

Furthermore, from this assignment, we learned that it is important to make sure all project parameters are established before submitting deliverables. It takes time for people to review things, so when deliverables are incorrect and must be edited, resubmitted, and reviewed again, it results in wasted time and delays in the project. It will also be important to make sure that all documents that require signatures are signed correctly as they are important legal documents.

Some advice that would be useful for someone who is facing a similar situation would be to make sure to slow down and read all instructions beforehand, as well as make sure all project parameters are established and known ahead of time. Establishing project parameters, objectives, and scope ahead of time is especially important to the project planning process, and pairing this along with reading all available instructions will reduce errors and lost time due to these errors. Another useful piece of advice would be to communicate with the rest of the project team to make sure everyone is on the same page. In this case, there were some members of the group that were able to understand and complete the objectives while following all the parameters, and some group members who did not. Communication between group members can help facilitate project work and reduce errors in order to prevent valuable lost time.

What Do We Do Now?

A project manager is the captain of the ship and when such working errors are frequent, then there might be high chances of important deliverables getting overlooked and needs to deal with ad-hoc approaches which are not always suggested in a successful project. As the saying goes "Practice makes a man perfect" but as a team, we believe in "Practice makes a Project Manager

improve" and this happens when one learns something good out of his mistakes and practices relevant avoidance measures. Likewise, we would try to improve our communication and maintain the utmost transparency in tasks and maintain everyone on the same page. We would implement a practice to make sure that all project parameters are known and established ahead of time which would reduce working errors and avoid lost time due to these errors. In addition, we have decided to add an extra point to the Agenda of our Wednesday meetings to discuss the new announcements that are made and make sure there is no gap in terms of communication and delivering our deliverables. Furthermore, we also agreed to have a new role created, called "COMMUNICATOR" in the team. This person will take up responsibility for updating the whole team on any project-related announcements and this responsibility will be rotated internally on a bi-weekly basis. We have also agreed that not only the "COMMUNICATOR" but every other person in the team must also try to communicate to the whole team on any latest information they have come across which would help us in avoiding working errors of delays in the project tasks. We continue to keep our group members accountable for individual work that impacts the entire team and make sure that all the project parameters are communicated, understood, and established before the work begins.