LESSONS LEARNED

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| **Project Title:** | Interview preparation website | **Date Prepared:** | 15/12/2022 |

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| **Project Performance Analysis** |

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|  | **What Worked Well** | **What Can Be Improved** |
| Requirements definition and management | [A1](#A1" \o "List any practices or incidents that were effective in defining and managing requirements.)   * High-quality work was helped by standard equipment. | [A2](#A2" \o "List any practices or incidents that can be improved in defining and managing requirements.)   * More advanced technology might be used. |
| Scope definition and management | [B1](#B1" \o "List any practices or incidents that were effective in defining and managing scope.)   * The requirements were clearly stated in the scope. | [B2](#B2" \o "List any practices or incidents that can be improved in defining and managing scope.) |
| Schedule development and control | [C1](#C1" \o "List any practices or incidents that were effective in developing and controlling the schedule.)   * Some tasks, like the hiring procedure, were completed on time. | [C2](#C2" \o "List any practices or incidents that can be improved in developing and controlling the schedule.)   * Though, webpage development took more time |
| Cost estimating and control | [D1](#D1" \o "List any practices or incidents that were effective in developing estimates and controlling costs.)   * Budget for the hiring procedure was nearly accurate. | [D2](#D2" \o "List any practices or incidents that can be improved in developing estimates and controlling costs.)   * Other than that, there was no budget match. |
| Human resource availability, team development, and performance | [F1](#F1" \o "List any practices or incidents that were effective in working with team members and developing and managing the team.)   * Most of the time, the HR personnel was available when needed. The project was successfully completed thanks to the exceptional performance and assistance of the development teams. | [F2](#F2" \o "List any practices or incidents that can be improved in working with team members and developing and managing the team.)   * • To greatly reduce on job seekers' waiting times, the HR team may be larger. |
| Communication management | [G1](#G1" \o "List any practices or incidents that were effective in planning and distributing information.)   * In general, the explanation of the roles and responsibilities of the specialists went smoothly. | [G2](#G2" \o "List any practices or incidents that can be improved in planning and distributing information.)   * A few mistakes were made when describing the website's structure to the front end developer. |
| Stakeholder management | [H1](#H1" \o "List any practices or incidents that were effective in managing stakeholder expectations.)   * Every stage of the project was supported by all stakeholders. | [H2](#H2" \o "List any practices or incidents that can be improved in managing stakeholder expectations.) |
| Risk management | [J1](#J1" \o "List any practices or incidents that were effective in the risk management process. Specific risks are addressed elsewhere.)   * Project managers control experts effectively | [J2](#J2" \o "List any practices or incidents that can be improved in the risk management process. Specific risks are addressed elsewhere.) |
| Process improvement information | [L1](#L1" \o "List any processes that were developed that should be continued.)   * The QA team and the testers' team promptly provided input to the team for improvement. | [L2](#L2" \o "List any processes that should be changed or discontinued.)   * If the QA staff spent more time with the development team, it might be better. |
| Product-specific information | [M1](#M1" \o "List any practices or incidents that were effective in delivering the specific product, service, or result.)   * The customer is generally satisfied with the final product. | [M2](#M2" \o "List any practices or incidents that can be improved in delivering the specific product, service, or result.)   * A little bit higher than expected budget overrun. |
| **LESSONS LEARNED**  **Risks and Issues**   |  |  |  | | --- | --- | --- | | **[Risk or Issue Description](#Risk_or_Issue_Description" \o "Identify risks or issues that occurred that should be considered to improve organizational learning.)** | **[Response](#Response" \o "Describe the response and its effectiveness.)** | **[Comments](#Comments" \o "Provide any additional information needed to improve future project performance.)** | | Cross-platform compatibility | IT staff and professionals put in a lot of effort to eliminate that |  | | Two days without internet | Team talks to another provider and gets it fixed in a few hours. | Team takes strict measures |   **Quality Defects**   |  |  |  | | --- | --- | --- | | **[Defect Description](#Defect_Description" \o "Describe quality defects that should be considered in order to improve organizational effectiveness.)** | **[Resolution](#Resolution" \o "Describe how the defects were resolved.)** | [**Comments**](#Comments) | | Several buttons in one browser had bugs. | The IT team worked to fix that bug. | Though the bug was little, it took too long to fix. |   **Vendor Management**   |  |  |  |  | | --- | --- | --- | --- | | **[Vendor](#Vendor" \o "List the vendor)** | **[Issue](#Issue" \o "Describe any issues, claims, or disputes that occurred.)** | [**Resolution**](#Resolution) | [**Comments**](#Comments) | | Fido | Internet outage for two days | Team talks to another provider and gets it fixed in a few hours. | Hard to continue our work without internet but team takes strict measures | | | | |

Created by,

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