

LESSONS LEARNED

Process Group	Start Doing	Stop Doing	Continue Doing
Initiating		Be careful not to assume stakeholder needs.	
Planning	<p>Be mindful of stakeholder requirements when preparing proposals for research grants and permits.</p> <p>Plan and schedule the timeframe for submitting documentation.</p>	<p>Procrastination.</p> <p>Stop planning beyond the scope of the project.</p>	Meet regularly to discuss progress and stay on top of deadlines.
Executing		Do not divide work.	<p>Collaborate with the team members instead of dividing work.</p> <p>Keep an eye out for change requests from all the stakeholders involved.</p>
Monitoring & Controlling	Take suggestions from the professor on a regular basis.		
Closing			