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| **Overview-Nick** |
| *Because our team is a temporary one, the outcome of our Lessons Learned Session is to benefit us as individuals as we move forward into our professional careers.* |

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| **Preparation** |
| *Little preparatory work is required for our Lessons Learned Session. We plan to meet in the MLK library and have a frank discussion of our project, using this document as a guide.* |

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| **Work Session-Nick** |
| *All team members will be present for this work session. We plan to host it in the MLK Library on May 5th. Data will be recorded by the Project Manager by hand, using this document as a guide.* |

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| **Participants** | | | | |
| **Name** | **Location** | **Phone** | **Email Address** | **Role(s)** |
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| **Category** | **Verification** | **Y/N/**  **Partially** | **Explanations/**  **Lessons Learned** |
| General Processes | What were the most critical factors for project success? | Good communication (with the project sponsor and between teammates) | Meetings with the sponsor should be scheduled more frequently, aprox. one meeting a week. |
|  | When information or documents were handed off to other groups (the downstream process) what “worked well” and what can “be improved”? | Documentation handoff was good. | Our team communicated well. Each time a document was handed off, each team member knew what was expected of the next steps. |
|  | Were there challenges or barriers in the downstream process that you overcame, if so, how? | No. |  |
|  | What worked well in terms of:  Logistics (deadlines, meetings, etc.) | We were able to complete all things on time or ahead of time. | Everything went accordingly. |
|  | Were standard templates and deliverables used? | We based our work off of in-class examples. | Seeing the binders in class gave us an idea of how we wanted to set up our binder. |
|  | Were all templates of value in this project? | Y | Even if only as starting points, each template was very useful. |
|  | Which tools or techniques were not used? |  | All techniques were useful in completing the project. |
|  | Were there organizational obstacles that made it difficult or impossible to use any part of the process? | N | Our sponsor was incredibly accommodating. We had no organizational troubles. |
|  | Were roles and responsibilities clearly defined? | Partially | Besides the PM role, other roles tended to be reassigned based on individual deliverable demands. |
| Phase Specific | Was the Strategy Phase completed successfully? | Y |  |
|  | Was the Planning Phase completed successfully? | Y |  |
|  | Was the Initiation Phase completed successfully? | Y |  |
|  | Was the Execution and Control Phase completed successfully? | Y |  |
|  | Was the Close-out Phase completed successfully? | Y |  |
| Control-Specific | Have any scope changes to this project impacted the schedule? How? | Partially | Because we changed technologies, the amount of work required to implement the system was drastically reduced. However, we used the now spare time to increase our scope to include a help document. |
|  | Have cross-project dependencies affected scope? How? | N |  |
|  | Was the work plan well documented, with appropriate structure and detail? | Y |  |
|  | Did the work plan encompass all aspects of the project? | Y |  |
|  | Did stakeholders have appropriate input into the project planning process? | Y |  |
|  | How often were deliverables ‘re-worked’ based on the introduction of new requirements? |  | Deliverables never needed substantial re-working, and our sponsor never introduced additional requirements. |
|  | How often were deliverables ‘re-worked’ because it did not meet requirements? |  | Never. |
|  | Were communications adequate in all activities? | Partially | There were times where the PM and the project sponsor did not reply to emails the same day they were received. Other than that, communication went well. |
|  | Did you know what you needed to know when you needed to know it? | Partially | Our lack of experience with certain technologies meant that, until we began working to implement it, we did not see certain shortcomings. |
|  | Was risk controlled adequately? | Y |  |
|  | Was an adequate contingency plan created? | Y |  |
|  | Did the project meet all original scheduled milestones/deadlines? | Y |  |
|  | Was project status reported according to plan? | Y |  |
|  | Were all issues resolved in a timely manner? | Y |  |
|  | Did the change control procedure work adequately? | Y |  |
|  | Did the project receive all the necessary approvals to proceed in a timely fashion? | Y |  |
|  | Was the project staffed appropriately? | Y |  |
|  | Was quality of the product or services adequate? | Y | Sponsor had nothing but good things to say about our project! |
|  | Were Initial cost and schedule estimates were accurate? | Y |  |
|  | Was the technology solution chosen appropriate for the project? | Partially | Initially chosen technology was a poor fit for our team and our project goals. However, we did eventually find an appropriate technology. |
| Communications | Were status and issues communicated in a timely manner to all appropriate parties? | Y |  |
|  | Did the user community understand the project, what was completed and what was coming next? | Y |  |
| Requirements | Were customer needs and /requirements met? | Y |  |
|  | Were requirements gathered to a sufficient detail? | Y |  |
|  | Were requirements documented clearly? | Y |  |
|  | Were specifications clear and well-documented? | Y |  |
|  | Were test plans adequate, understandable, and well documented? | Y |  |
| Overall | Was the project a success? | Y |  |
|  | Were project objectives met? | Y |  |