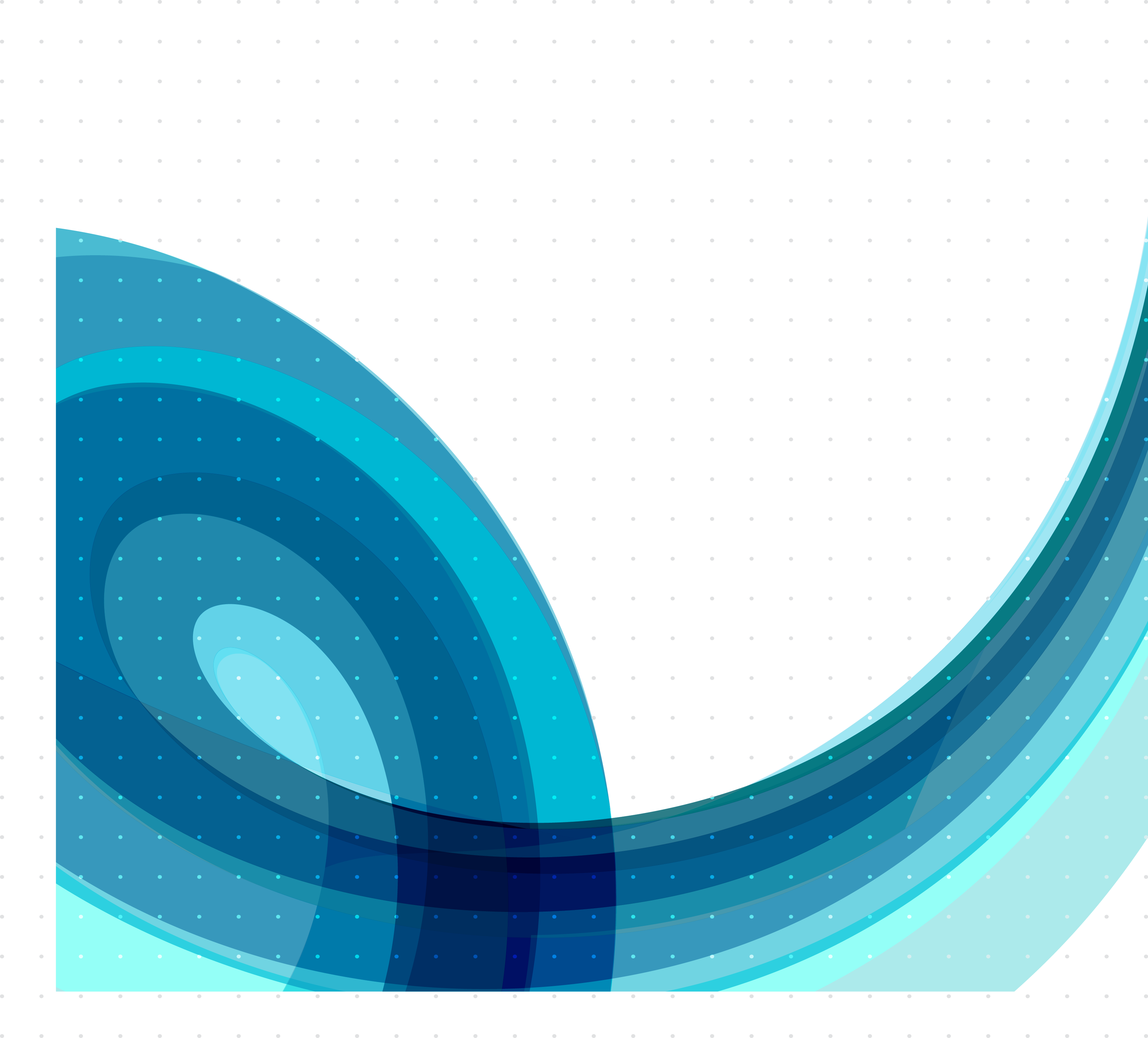
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**February 10, 2022**

Date

Lessons Learned Team Report

COMP214 Project Management - GROUP4

The Nerd Herds

Business Information Systems

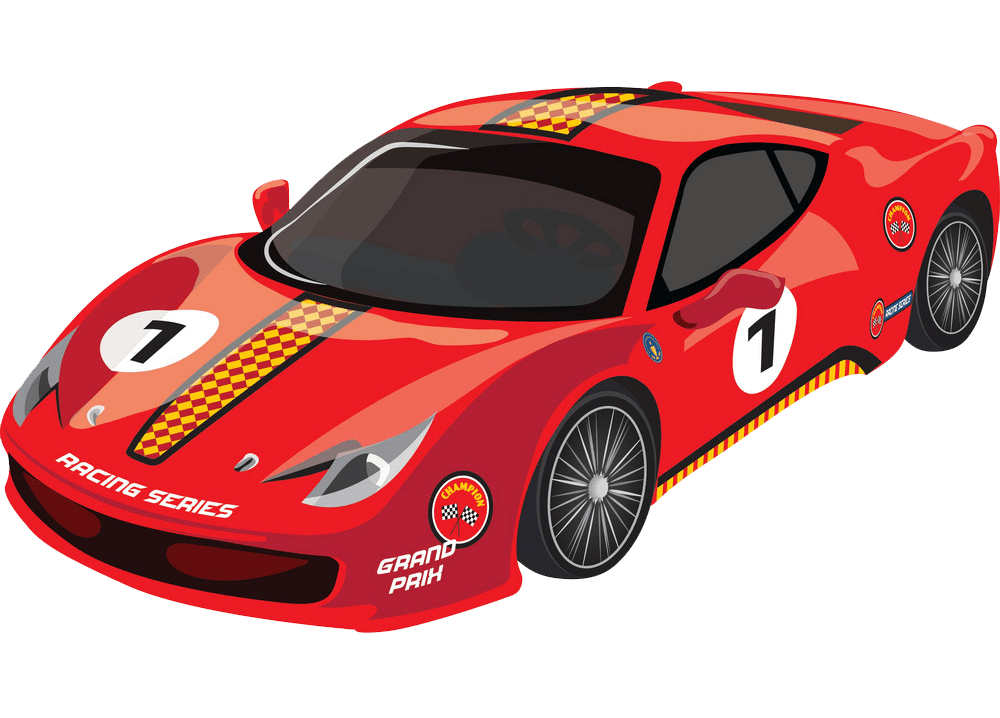
Saskatchewan Polytechnic

Lian Duan

Akil Momin

Philip Chiedu





## 

### Project Charter and Planning Reflection

**Was sufficient detail included in your project charter and other planning documents?**

Yes, we believe sufficient information was provided in the project charter and other planning documents. We have spent reasonable time together as a group to plan and design these documents and we received a positive comment from the sponsors for our documentation.

**How could you have improved these documents?**

At the time of writing the planning documentation, we were studying all of our classes online, and communicating an idea to another teammate was very difficult and sometimes it would take two class days to get an equitable resolution, whereas if we would have been planning and designing these documents in-class then it would have made the process much easier and in-turn would have resulted in better documents.

### Scope Analysis

**Review your design document and your project definition.**

**Compare it to your finished project what changes were made during project execution?**

Initially, we wanted to have the car drifting sound play when the car does sudden acceleration or braking but we made a new change request that would allow the car drifting sound to be played when the player moves to any lanes.

**What process did you follow in making these changes?**

We put forward a change request to the project sponsors and we did not implement it until we got approval. After the approval, we modified our project scope and we added an entry for the change in change log.

### Time Budget Analysis

**Review your time budget analysis performed in the project charter**.

**Compare it to how many class hours your group put in?**

The estimated total in-class hours were: **160** **Hours**

The actual total in-class hours are: **140** **Hours**

Therefore, we took 20 hours less than estimated.

**What do you feel is the reason for this difference?**

The major reason behind this difference is that we had estimated total in-class hours based on 4 team members, but since January 2022 one of our team member dropped this course, therefore our actual in-class hours does not account for the dropped team member from January 2022.

**How many out-of-class hours went into this project?**

The total out-of-class hours from all the team members were **75.5** hours as calculate in Time and Activity Tracker for Out of Class hours.

**How were those hours tracked?**

The out-of-class hours were tracked on an excel spreadsheet called Time and Activity Tracker created by the project manager at the beginning of the semester. This spreadsheet was available to all the team members through the group SharePoint site.

**What difficulties\challenges (if any) did out-of-class hours pose when executing this project.**

The initial two months of this project were very challenging especially when we were studying through online zoom classes. Sharing and implementing an idea had been a big challenge, but we always tried to cover those gaps with frequent communication through WhatsApp group chat. We used to meet on Wednesdays on zoom calls to discuss our progress and to tackle difficulties faced by any team member. Another big challenge during the initial two months was to bring everyone to the consensus of an idea or a plan and understand its feasibility.

**How did you address these challenges?**

Our approach to solving this problem was frequent communication. Communicating with the team with any doubts or confusion was always appreciated, therefore every team member was encouraged to communicate their thoughts in every class or through WhatsApp group chat.

### Schedule Analysis

**Were you generally able to follow the schedule you proposed?**

Yes, we were able to follow the schedule we made from the very beginning. There was a minor disruption in the schedule when one of our team member left the course, but other than that we were most of the time on schedule.

**Where did you fall behind?**

We did not fall behind at any point but choose not to add any of the wish list features to the game, rather we concentrated on improving the graphics.

**What tasks were performed out of sequence?**

This is not applicable as all of the tasks were performed as stated.

**Can you suggest reasons for slips in the schedule or tasks performed out of sequence?**

We were way ahead of schedule and did not have to restructure our tasks to fit into the time.

### Risk Analysis

**Review your status notes.**

**What risks did you identify? How did you handle these issues?**

Our lead programmer (Nate) dropped out of the program and as he was the one who was responsible for leading the programming stage of the project, initially after he dropped the course, there was zero communication made from his side, the team realized that the objective of the project would soon become unattainable if we do not act quickly.

The team had to strategize and reassign tasks so we could still achieve our aim. More hours were put into meeting timely targets such as the Alpha demo.

**Discuss amongst your group. What additional problems and challenges did you face that might have put the project at risk?**

Since we were studying on campus from January, and the Covid cases were going up, some of our team members have been absent due to symptoms of covid they had, as they were not allowed to be on campus, which pose some additional problems and challenges on completing and attaining our task deadlines.

**How did you handle these issues?**

We frequently communicated each other on WhatsApp group and during class, we would setup a zoom meeting for the team member who cannot come to campus, and if case we lagged on our task another team member would step up and help each other to finish the task on time.

### Conflict/Communication Analysis

**Review the communication section and attendance section of your project charter. Were they followed?**

Not always, one of our former team member was not following the agreed conditions of project charter and to attend the meeting regularly.

**Were your original plans adequate?**

Initially yes until one of our team members had to drop out of the program, then we had to re-strategize and redistribute the tasks among the remaining team members.

**What would you change?**

If some team member have difficulty in following the agreed rules on project charter, we could have frequently communicated with the project sponsors with these issues.

**Did the team get along?**

Yes, the team got along for sure because of the frequent communication we had with each other.

**Did you have any disagreements about the process or content?**

Yes, initially when were assigned to select a game that we would like to develop for this project, one of the team members were very optimistic and was suggesting choosing for high graphical games like Legends of Zelda, which some of us had a disagreement on as we have to select a project that is easily executable and attainable.

**How were they resolved?**

We had high levels of trust with each other, so after some frequent communication and some explanations to the concerned team member, we agreed to go for a simple but fun game that would be easily attainable and would not pose a high threat on the project.

**List your team-building activities.**

We took a walk around the Saskpolytech campus, going to the gym and library to make inquiries, and went to cafeteria together.

**Were they helpful? If so how? If not, what might have been better?**

Yes, they were helpful as we got to understand one another better and what everyone was good at and how best we all could contribute to the success of the project together.

### Lessons Learned Summary

**What would you do differently on your next project? (List Format)**

* Since we have accumulated good experience from this project, we will strive to make a high graphical game that is at par with market standards.
* We will take more time to plan a project and assess the list of possibilities in more detail.
* Since we had a team of three members, we were not able to achieve a high level of efficiency in terms of the quality of product outcome as originally expected, but if we have a team of four people, we would like to achieve a better result.
* We feel that we were a little disengaged with this project and were not able to get the desired time to work on this project due to pressures of other courses, but we have an opportunity to work on a similar project with less external pressure, we would like to dedicate more time on our next project.

**What went well for your team?**

* Our communication within the team was excellent.
* We were completed our project on time.
* We are satisfied with the outcome of our projects given the resources we had.
* Everything went according to the planned schedule apart from a few minor discrepancies.
* Our project sponsors were satisfied with the outcome of the project.
* We completed our task before projected deadlines
* Most importantly we enjoyed working with each other and we are very proud of what we have achieved.

**What would you duplicate next time? (List format).**

* We will put more time into planning the project as we did in this project.
* We will help each other with every task and be good team players.
* We will continuously review our project documentation and improve it when needed.
* We will make sure that the workload is divided equally among our team members and everyone feels comfortable in what they have been assigned.
* The outcome of this project was very positive and successful because we were at a consensus in whatever we did, and we want to carry that forward in our next project.
* We will carry forward the habit of completing every task before the deadline date.
* Most importantly never procrastinate on the work assigned.

Team-Sponsor Acceptance

**Date**: 10th February 2022

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| --- | --- | --- | --- |
| |  | | --- | |  |   **Lian Duan**  (Team Member) | |  | | --- | |  |   **Chiedu Philip**  (Team Member) |
| |  | | --- | |  |   **Akil Momin**  (Team Member) |
| |  | | --- | |  |   **Michael Barclay**  (Sponsor) | |  | | --- | |  |   **Michael Vance**  (Sponsor) |