12. Lessons Learned

Progress Group	Start Doing	Stop Doing	Continue Doing
Initiating	Establish roles and responsibilities within the project team. Conduct meetings on time. Brainstorm with team meetings to get better output. Set a target for each meeting.	Procrastination. Identify and filter stakeholders ahead of the scope.	Research with intent helps understand the process better. Respect everyone's opinions on the team. Research and collaborate on tasks.
Planning	Set a realistic deadline for each task	Miss deadlines. Leave work incomplete	Regular team meetings to brainstorm ideas Follow-up about the progress with respective team members Create and set milestones
Executing	Assign team member responsibilities Maintain documentation for brainstormed activities	Expect to complete a document in one stretch Divide work unevenly	Follow WBS Keep stakeholders updated on progress Be mindful of change requests Proofread and verify content with the professor
Monitoring & Controlling	Ask for feedback from stakeholders	Operate outside the project scope	Regularly seek feedback from stakeholders
Closing	Verify that all requirements were met	Don't assume project completion	Officially closeout project with stakeholders