

Issue	How it could have been prevented?	How to address this issue?
Identifying exact Sponsor	Discuss who the sponsor can be with the professor. Understand scope of panel members.	Get Project Charter reviewed by the professor.
Incorrect and missing stakeholders	Thorough analysis of the problem statement and scope of the project.	Get Stakeholders reviewed by the professor.
Incorrect direction of requirements	Understanding scope of requirements document thoroughly.	Get Requirements document reviewed by the professor.
Missing elements on the Work Breakdown Structure	Thorough analysis of the problem statement and scope of the project.	Get WBS reviewed by the professor.
Misunderstanding scope of panel	Request clarification from the professor.	Connect with the professor.
Delayed progress	Include sufficient buffer time, follow up with team members and proactively meet every week to make progress.	Rework schedule of the project.
Not scheduling/anticipating sufficient time for requirements document	Include sufficient buffer time, follow up with team members and proactively meet every week to make progress.	Rework schedule of the project.
Not understanding the "what" of communication plan	Understanding scope of communications plan document thoroughly.	Connect with the professor.
Overestimating cost of the project	Research more on costs involved in completing the project.	Get cost estimate reviewed by the professor.
Unable to clearly specify authorities in Project Charter	Clearly understand authorities with respect to responsibilities.	Get Project Charter reviewed by the professor.
Unable to decide topic of non-profit	Thorough analysis of the problem statement and scope of the project. More research on topics.	Gain better understanding and research ideas from the internet.
Unavailability of getting all team members together	Fixing a pre-determined time slot every week that works for all the team members.	Meet virtually during late hours/weekends or after weekly class.
Understanding the scope of project	Thorough analysis of the problem statement and scope of the project.	Connect with the professor.