Lessons learned

Process Group	Start Doing	Stop Doing	Continue Doing
Initiating	_____	Going out of scope	Each team member to work according to their role and responsibilities assigned.
Planning	Meeting regularly to discuss the progress. Setting a deadline for meets and document reviews. Keeping in mind the needs of your stakeholders and the scope project.	Incomplete work & failure to meet deadlines.	Connect regularly to discuss the progress of the project
Executing	_____	Procrastination.	Keep stakeholders informed about your accomplishments and be aware of any requests for changes.
Monitoring & Controlling	Ensuring that deadlines are met effectively.	_____	Feedback from team members and Professor Herszon should be obtained on every document.
Closing	Reviewing documents to see if all the requirements were fulfilled.	_____	_____