How many of you are Project Managers?

Very few…

Good even…………………….

Actually we are all PMs – Some of us are - PMs at work – and others are - PMs at home.

Let me tell you why - we are all PMs?

According PMI -

* Any temporary activity - is a project

That could be:

Cooking a dish

Organizing a birthday party

Further that matter – even Giving a speech

These are all projects - and we do these projects everyday – and we manage them regularly

**PMI also recommends** – we have to conduct Lessons Learned Meeting - at the end of each and every project

**What is lessons learn meeting** ---------------

**In Project Management world - Lessons Learned Meeting – Basically -is**

* facilitating a team meeting
* And Gathering the feed back - from the team members – related to that project
* So that we can use those lessons learned – in next projects

**If we Compare - Lessons learn meeting – with Toastmasters**

**Lessons learn meeting – for Projects**

* **is similar to – Evaluations– for speeches - in Toastmaster**

As a PM – I have conducted many Lessons Learned meetings -

For me - The biggest challenge in - conducting Lessons Learned Meeting is-

* Gathering the feed back - from the team members – related to that project

There are couple of reasons for that.

1st reason is –

* When we conduct a team meeting – and gather the feedback from team members – in front of everyone
* Most of the Team members - don’t want to give feed back
  + May be they are shy
  + Or They don’t want to offend someone
* 2nd reason is -
  + Even If - they give feed back – they give +ve feed back
  + **excellent project, everything is good – even though – they think the other way around**

**We are all Toastmasters – and We know - Constructive criticizm & +ve feed back is very important - for any improvement**

* It could be a personal growth
* Or Organizational growth

Over the period of time - After Conducting many Lessons learn meetings – for many projects

* Now What I do is – **I don’t** Gather the feed back - in front of everyone

What I do is -

* 1st – I send a questionare – to all the team members - Gather the feed back - from team members
* And then I facilitating a meeting with the team – for discussion on their feed back

All our projects have - 3 main components

* Team building
* Project requirements and project time lines

So I send – 3 Questions to - all the team members - at the end of the project:

* How is team collaboration
* Did we have proper requirements - at the beginning of the project
* Did we have proper time lines for the project

Once I get the feedback – I facilitate a meeting – and then

We discuss about the feed back we got–

When we discuss about the feed back:

* We don’t mention names – like who gave - what kind of feed back
* That encourages – the team members to give - **Constructive feed back – with out any concern**

Over the past few years - I have conducted many Lessons learnt meetings – for different projects

I did lot of research & analysis on our Lessons learnt meetings – for different projects

* Based on my analysis

For more than 80% of the projects:

The feed back I get from the team is –

* we don’t have proper requirements at the beginning of the project
* And we have unrealistic time lines for the project

When I did further analysis on our projects with other project team – we noticed that

* Actually issue is - not with the team or the projects
* Issue is - with our organization culture
* & the way - how we take up the projects

When we take up the projects – our department managers - gives the projects – only with the deadline – with out any requirements

* And we work on the projects – around those deadlines
* That is causing - all kind of problems – including project delays – demoralizing the team and what not…

Now – we are working on that one – to improve – our project management process

To conclude:

Constructive Criticism is very important – for any growth

* As a Speaker or As a Leader