LESSONS LEARNED

**Project Title:** Crime Rate Analysis in Toronto **Date Prepared**: 11/23/2020

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| **Group No: # 03** |  |  |
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| **Project Performance Analysis**   |  |  |  | | --- | --- | --- | |  |  |  | |  | **What Worked Well** | **What Can Be Improved** | | Requirements definition and management | [A1](#A1): Clear articulation of data sources | [A2](#A2): Enhance collaboration for in-depth requirement gathering | | Scope definition and management | B1: Well-established project boundaries | B2: Strengthen change control mechanisms. | | Schedule development and control | C1: Timely progress in accordance with the project plan | C2: Improve contingency planning for unforeseen delays. | | Cost estimating and control | D1: Effective budget management | D2: Enhance accuracy in cost estimation. | | Quality planning and control | E1: Robust quality control processes | E2: Improve documentation of quality standards | | Human resource availability, team development, and performance | F1: Skilled and motivated project team | F2: Enhance team-building activities and skills development. | | Communication management | G1: Clear and regular communication channels | G2: Enhance external stakeholder communication | | Stakeholder management | H1: Engaged and supportive stakeholders | H2: Improve methods for managing conflicting stakeholder interests. | | Reporting | I1: Comprehensive and timely reporting | I2: Enhance visualization tools for better data representation | | Risk management | J1: Proactive risk identification and mitigation | J2: Improve the tracking of identified risks. | | Procurement planning and management | K1: Successful vendor management | K2: Streamline procurement processes for efficiency | | Process improvement information | L1: Utilization of process improvement methodologies | L2: Implement a feedback loop for continuous improvement | | Product-specific information | M1: Clear documentation of key deliverables | M2: Enhance documentation of technical specifications | | Other | N1: Effective utilization of open data initiative principles | N2: Streamline collaboration with community organizations. |   **Risks and Issues**   |  |  |  | | --- | --- | --- | | [**Risk or Issue Description**](#Risk_or_Issue_Description) | [**Response**](#Response) | [**Comments**](#Comments) | | Data Privacy Concerns | Implemented enhanced security measures | Regularly assess and update data privacy protocols | | Resource Constraints | Cross-trained team members for flexibility | Consider resource allocation at project initiation | |

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| **LESSONS LEARNED**  **Quality Defects**   |  |  |  | | --- | --- | --- | | **[Defect Description](#Defect_Description" \o "Describe quality defects that should be considered in order to improve organizational effectiveness.)** | **[Resolution](#Resolution" \o "Describe how the defects were resolved.)** | [**Comments**](#Comments) | | Data Inconsistencies | Conducted thorough data validation | Emphasize data quality checks in future projects |   **Vendor Management**   |  |  |  |  | | --- | --- | --- | --- | | **[Vendor](#Vendor" \o "List the vendor)** | **[Issue](#Issue" \o "Describe any issues, claims, or disputes that occurred.)** | [**Resolution**](#Resolution) | [**Comments**](#Comments) | | NA | NA | NA | NA |   **Other**   |  |  | | --- | --- | | [**Areas of Exceptional Performance**](#Areas_of_Exceptional_Performance) | [**Areas for Improvement**](#Areas_for_Improvement) | | Clear alignment with the open data initiative principles and effective collaboration with community organizations | Strengthen change management procedures to mitigate the impact of unexpected changes during project execution | |