LESSONS LEARNED

**Project Title: Air Canvas Drawing in Air using AI.**

**Project Performance Analysis:**

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| --- | --- | --- | --- |
| Aspect | What Worked Well | What Can Be Improved | Possible Action Items |
| Requirements Definition and Management | Clear understanding of client needs | More involvement from stakeholders in requirements gathering | Conduct more stakeholder interviews, establish a clear requirements management plan |
| Quality Planning and Control | Established clear quality objectives and standards | Better integration of quality control measures into project processes | Develop quality management plan, identify key quality metrics and measures, establish clear quality control processes for each project phase |
| Cost Estimating and Control | Effective cost tracking and budget management | Better alignment of cost estimates with actual project costs | Develop more detailed cost estimates, establish clearer budget management processes, track costs more regularly |
| Schedule Development and Control | Accurate project scheduling and timeline management | Better alignment of schedule with project scope and resources | Develop clearer project schedule, establish regular schedule reviews and updates, improve resource allocation and availability tracking |
| Human Resource Availability, Team Development, and Performance | Effective team collaboration and performance management | Better tracking of individual team member performance and development needs | Establish regular team performance reviews, provide ongoing training and development opportunities, improve tracking of individual performance metrics |
| Communication Management | Effective communication channels and protocols | Better alignment of communication with stakeholder needs and preferences | Develop clearer communication plan, establish regular stakeholder communication reviews, improve tracking of stakeholder preferences and feedback |
| Stakeholder Management | Effective stakeholder engagement and management | Better alignment of stakeholder needs and expectations with project outcomes | Develop clearer stakeholder management plan, establish regular stakeholder engagement activities, improve tracking of stakeholder feedback and concerns |
| Reporting | Accurate and timely reporting of project status and outcomes | Better alignment of reporting with stakeholder needs and expectations | Develop clearer reporting plan, establish regular reporting reviews and updates, improve tracking of stakeholder feedback on reporting |
| Risk Management | Effective risk identification and management | Better integration of risk management into project processes | Develop clearer risk management plan, establish regular risk reviews and updates, improve tracking of risk mitigation activities and outcomes |
| Procurement Planning and Management | Effective procurement planning and management | Better alignment of procurement activities with project scope and budget | Develop clearer procurement plan, establish regular procurement reviews and updates, improve tracking of procurement expenses and outcomes |
| Process Improvement Information | Continuous improvement of project processes and methodologies | Better alignment of process improvement with project outcomes | Develop clearer process improvement plan, establish regular process reviews and updates, improve tracking of process improvement metrics and outcomes |
| Product-Specific Information | Effective management of product-specific requirements and outcomes | Better alignment of product outcomes with stakeholder needs and expectations | Develop clearer product management plan, establish regular product reviews and updates, improve tracking of product metrics and outcomes |

LESSONS LEARNED

**Risks and Issues**

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| Risk/Issue Description | Response | Comments |
| Technical difficulties with the software | Assign a technical expert to troubleshoot the issue and work with the software vendor to resolve it | Regular testing and maintenance can help prevent such issues |
| Delay in receiving necessary approvals | Establish clear communication channels with stakeholders and provide regular updates on approval status | Identify critical approvals needed and prioritize communication accordingly |
| Key team member resignation | Identify potential replacements and begin knowledge transfer to mitigate the impact of the resignation | Regular team building activities can help increase team morale and reduce the likelihood of resignations |
| Communication breakdown with a stakeholder | Schedule regular check-ins with the stakeholder and establish a communication protocol to ensure timely and effective communication | Clearly define communication channels and ensure stakeholders understand and follow the protocol |

**Vendor Management**

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| --- | --- | --- | --- |
| Vendor Name | Scope of Work | Contract Terms | Performance Evaluation |
| ABC Technology Solutions | Supply and installation of hardware and software for project | Payment terms: 30% upfront, 60% upon delivery, 10% after acceptance | Met delivery deadlines and provided high-quality work. Communication could have been improved. |
| XYZ Web Development | Development and implementation of project website | Payment terms: 50% upfront, 50% upon completion | Completed work on time and within budget. Responsive to communication and willing to make necessary changes. |
| ProjectPro Consulting | Providing project consultation and training | Payment terms: hourly rate | Provided knowledgeable consultation and effective training. Could have been timelier with communication. |
| Quality Materials Inc. | Supply of raw materials for project | Payment terms: 15 days net | Consistently delivered high-quality materials on time. Easy to communicate with and resolve any issues. |

**Quality Defect:**

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| Defect Description | Resolution | Comments |
| Incorrect data entry in project database | Use AI-based data validation tools to automatically check and correct data entries as needed | Consider implementing an AI-powered data analytics tool to identify and correct errors in the database |
| Software bugs impacting system performance | Use AI-based bug detection and resolution tools to automatically identify and address bugs before they impact system performance | Consider implementing an AI-powered system monitoring tool to proactively identify and address potential bugs before they impact system performance |