LESSONS LEARNED REPORT

A WIKI PROJECT

PROJECT MANAGEMENT COURSE
MS (SOFTWARE ENGINEERING)
FAST-NUCES

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INTRODUCTION

The purpose of the lessons learned document for the Wiki Project is to capture the project's lessons learned in a formal document for use by other project managers on similar future projects. This document may be used as part of new project planning for similar projects in order to determine what problems occurred and how those problems were handled and may be avoided in the future. Additionally, this document details what went well with the project and why, so that other project managers may capitalize on these actions. Project managers may also use this document to determine who the project team members were in order to solicit feedback for planning their projects in the future.

LESSONS LEARNED APPROACH

The lessons learned from the Wiki Project are compiled from project events happening throughout the project lifecycle. Lessons learned were also be gathered from both realized and unrealized risks in the project risk register as well as through interviews with project team members and other stakeholder as necessary. The lessons learned from this project are to be used as references for future projects and contain an adequate level of detail so that other project managers may have enough information on which to help base their project plans. The lessons learned in this document are categorized by project knowledge area. These knowledge areas consist of: procurement management, risk management, integration management, quality management, time management, cost management, scope management, human resource management, and communications management.

LESSONS LEARNED FROM THIS PROJECT

The following chart lists the lessons learned for the Wiki project. These lessons are categorized by project knowledge area and descriptions, impacts, and recommendations are provided for consideration on similar future new IT projects. It is important to note that not only failures or shortcomings are included but successes as well.

Category	Issue Name	Problem/Success	Impact	Recommendation
Procurement Management	Team Contract	The PM was new, So unaware of skills and capabilities of team members which made difficult to assign responsibilities to correct roles.	A contract modification was required which added one more day to the project in initial phases.	PM should be fully aware of team members and their skills, and capabilities.

Human Resources Management	Award Plan	We didn't managed awards plan and criteria of member's selection for project at the end of project.	Toward the end of the project morale was low among the project team. There was low response towards the project.	The PM should institute and communicate an awards program for every project by keeping the budget of-course.
Scope Management	Scope Creep	Scope creeping is a problem which was handled on earlier stages by defining constraints and acceptable change margin.	The PM was not worried about continuous change in scope and was able to fully focus on project management and team performance.	The PM must prepare an approval process for any proposed scope changes and communicate this process to all stakeholders.
Quality Management	Design Assurance	Quality assurance of design documents is a critical task. A plan for determining acceptable design was developed in earlier stages of project.	This allowed the project team to work with the contractors to smoothly ensure all designs were of acceptable quality and avoided any re-work and delays associated with design.	Always plan quality standards and allowances into the project plan. This helps avoid delays and cost overruns.
Cost Management	Budget approval	There was chances of increase in project cost than the owner's budget.	Impact was critical because it may lead to cancellation of project.	Always approve budget plan as earlier as possible.
Communication Management	Meeting issue	Meetings were held in University on daily basis but due to Covid19 ACT Meetings get abundant.	Difficult to discuss and communicate daily task.	Always plan a backup communication way.

LESSONS LEARNED KNOWLEDGE BASE

The lessons learned for the Wiki Project will be pushed to Github. This information will be cataloged under the project's 2020 year and the IT project for future reference. This information will be valuable for any project manager assigned to a new IT project in the future.