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**Library Seat Availability Checking (LSAC) System**

**Lessons Learned**

EMGT 5220: Engineering Project Management

Summer 2 – 2020

Technical Document- Group 7

**Team Members**

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| **ID** | **Name of Document** | **Lessons Learned** |
| 1 | Project Charter | It helped us to understand how to define the project scope and objective, along with deliverables and milestones. We researched a lot and it gave us initially great picture about how our project would look like |
| 2 | Stakeholder register | Assigning stakeholders was very challenging task as it was new concept for our team to discover lists of responsible individuals for our team |
| 3 | WBS | In this document, we learned about scheduling our project within the defined time frame. It gave us clear vision about how our project would complete - - - - |
| 4 | RACI | We understood in depth about who should be responsible, accountable, consulted and informed for each task that we defined in WBS |
| 5 | Project Budget and Resource Allocation | Here we studied how should we utilized the total project budget and resources for each task |

Lessons Learned during each Technical Document:

Questions covered:

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| **What went well this semester when completing the documents ?** | **What did not go well this semester when completing the documents ?** | **What would you do differently next time ?** |
| Working with the diverse team with different major and experiences helped us to understand each topic in depth | Initially we did face some scheduling issues due to different time zone and other priorities but later we managed it by understand everyone’s availability in depth |  |
| Everyone motivated and inspired each other during project document discussions | One of the major reasons was the virtual meetings as it was new approach for most of us, so it did take more time for our documents to complete |  |
| Before every document that our team prepared we decided to individually research on the topic so that we were very productive and had interactive meetings | Due to limited time frame during summer 2 course, we didn’t get enough time to review or researched our document with Professor or TA’s, as we had many things to accomplish in a week |  |
| We adapted the method of scheduling our meeting by sending calendar invitations so that everyone can block their calendar for the meeting | Not many team members were familiar with the project management concepts initially during the start of the course which gave us hard time to understand the concepts for our documents |  |
| We made mistakes in few of our documents but in a process of reviewing from the Professor, we were able to rectify it before submission |  |  |
| We learned many formatting concepts in Excel and Word |  |  |
| Learning from the lectures and other resources like textbooks provided during this course helped us a lot while completing our document |  |  |
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