

Lessons-Learned Report

05/06/2019

Project Name: Mind Over Matter

Project Sponsor: Megan Hughes

Project Manager: Stephanie Orozco

Project Dates: Kick-off meeting 2/14, Progress report 1 2/12, Progress report 2 4/4, Close-down meeting 5/6, Progress Report 3 5/7

Final Budget: N/A

1. Did the project meet scope, time, and cost goals?

Yes, the scope included the dashboard of which the team finished, as well as a road map for carrying the project forward. The team met all their goals within the given time frame and there were no cost goals.

2. What was the success criteria listed in the project scope statement?

Yes, the team's success relied on providing a clear, concise visualization so that the data is easily and quickly understood by the user, as well as giving another team the ability to move forward with this project if necessary. The team was seeking a 9/10 rating from the project sponsor that can be found in the project charter.

3. Reflect on whether or not you met the project success criteria.

Yes, Megan gave us a 9/10 rating and is excited to utilize our tool as well as the roadmap for the future of the project.

4. What were the main lessons your team learned from this project?

- Address communication discrepancies early
- Establish meetings ahead of time with sponsor
- Create a concise agenda and stick to it

5. Describe one example of what went right on this project.

The team maintained a positive and constant communication with our sponsor, Megan Hughes. This was the key to the project's success because Megan would always be able to clarify any questions or concerns that arose throughout the semester. Keeping Megan constantly in the loop helped the team enhance our deliverables and remain accountable.

6. Describe one example of what went wrong on this project.

The initial idea to create a heatmap for Recreational Sports was not feasible. The team tried to commit to this idea for the beginning of the project but then came to the realization that it was not possible to complete with our limited time frame. With the approval of our sponsor, we shifted our scope and proceeded to pathe the way for future teams to ultimately reach this heat mapping goal.

7. What will you do differently on the next project based on your experience working on this project?

Start early, because issues and concern will arise and the team can tackle them early without falling behind schedule. Establish recurring meetings with critical stakeholders in order to stay on track and keep everyone updated.