**Project Manager:** First and Last **Date:** December 5th, 2021  
**Project Name:** Project Management Lesson Learned Web Application (PMLLWA)  
**Document Title:** Project Lifecycle Lessons Learned

1. **LESSON:** Implement Research to the Project at the starting of the lifecycle of the project.
   1. **CATEGORY:** Project Scope
   2. **WHY:** After reviewing this section, I realized the Research Methods and Analysis should be integrated in the project early on time, During the Initial Phase right after the Project Charter.
   3. **METHODS TO RESOLVE:** After the Approval of the Project Charter, sent out the generated survey to the selected group of audience. This will help me to define better the deliverables and milestone from the beginning and not later during the Planning Phase. Having the results before planning phase I can transfer this information to all Project Documentations without going back and forth on documents to change.
2. **LESSON:** Original Task Calculation were a bit off based on the workload of the task will consume in time. A bad estimate was created between 3 tasks during Project Execution. This will cause limitations on the Code Review part at the end of the Project Execution. Code Review is a part had to go over every code Writing, Layout Design and Security implementation and verify if error of programming can incur for the user interaction. Other task associate will be under testing phase as part of code review. Testing step on project final execution part will not incur a change request now. Small error will be logged for a future system change request post project completion.
   1. **CATEGORY:** Project Scope
   2. **WHY:** After reviewing this section, I realized time constraints within work packages are mismatching from other work packages related to.
   3. **METHODS TO RESOLVE:** This will be possible if time adjust is to be applied to rework those tasks by assigning work schedule during weekend to the resources attached to the remaining tasks associated to the changes. This will prevent extension of project schedule and to keep project on track.
3. **LESSON:** A major part of this project include a research development which include a final research paper to be publish. This research paper documentation wasn’t included as part of the project.
   1. **CATEGORY:** Project Scope
   2. **WHY:** This section will cause overwork and time consumption outside of work hours. This work will be enforced during project monitoring and controlling.
   3. **METHODS TO RESOLVE:** During planning phase all stakeholder feedback and deliverables to complete should be track along the project lifecycle. Project was split into half capturing on the front end about Initiation and Planning effort and there was minimal inclusion towards Execution, Monitoring and Controlling and Closeout.
4. **LESSON:** Measuring the complexity of the Project I picked
   1. **CATEGORY**: Project Scope
   2. **WHY:** Because this type of project even is a small project needs to dedicate too many specific details when comes down to analysis and design of developing a software specially when is one body working for the whole project lifecycle.
   3. **METHODS TO RESOLVE:** Keep reminding myself of not gold plating additional details that is not needed and not part of the scope statement, what is in and what is out.
5. **LESSON:** Project Schedule Calendar and Duration Type.
   1. **CATEGORY:** Project Schedule
   2. **WHY:** In Microsoft Projects at the beginning, I change the calendar on Options to set for 3 hours. This was the wrong place to set the project calendar hours for work. Deliverable Type was set to Fix Duration which was using a calendar of 8 hours on the project. This gave me a false number on estimated dates for the lifecycle of the project.
   3. **METHODS TO RESOLVE:** Had to clear setting on Option related to time and date. Had to create a night calendar based on the work hours’ period 6-9 pm. Had to add the constraint time to the resource in this case myself to work only on those hours. For Deliverable Type had to set it to Fix Unit per work packages, this short down the time of my fiscal year calendar for the whole project. Had to go per each work packages and adjust the time estimate of the duration. Had to go back and update my Pert+ Analysis.
6. **LESSON:** Risk implemented in Project Schedule (Microsoft Projects)
   1. **CATEGORY:** Project Schedule
   2. **WHY:** Did not had in consideration when applying risk responses into the Microsoft Projects Schedule, will push project timeframe longer than expected. This is a no go due to the constraint set from the beginning in the project charter. This projects lifespan is until Dec 15th, this is critical as there is no flex time for it and no additional resources to work around the deliverables.
   3. **METHODS TO RESOLVE:** Had to activate all risk responses in Microsoft Projects to see how long it will push out the Completion of project milestone. Using that time had to go and put the numbers in Pert+ Analysis to get my 3-point estimate time duration and generate a new buffer. I will be assigning 1 additional hour per workday, to knock out All PPM’s deliverable aside from the project to prevent this runout of time. I re-evaluated the work packages to minimize time per each one that had enough slack.
7. **LESSON:** No float between each task, a chain was done by the initiation phase.
   1. **CATEGORY:** Project Schedule
   2. **WHY:** There is a project buffer, but it is meant for the end of the project to manage project closeout on time. The connection between each task created a time constraint causing a strong critical path with no time for error or delay.
   3. **METHODS TO RESOLVE:** during tasks Analysis to get best- and worst-case scenarios estimated were not properly calculated during worst case, giving me a narrow average of time duration to each work package.
8. **LESSON:** Too often change request and track of all system change logs
   1. **CATEGORY:** Project Schedule
   2. **WHY:** As part of issues that arise this can be from the schedule adjustment in hours delegation to resources or documentation to keep up to date with verification of content across all project plans.
   3. **METHODS TO RESOLVE:** System or project change logs should be compiled together on a weekly basis. This should be annotated and per every end of week change should be applied at the same date to all files. This will prevent files left behind to be updated.
9. **LESSON:** Time limit assigned per day
   1. **CATEGORY**: Project Schedule
   2. **WHY:** Because I had to include the PPM’s Deliverables per class session in my project, I had to assign unregister time from my normal project timeframe to conduct class assignment deliverables.
   3. **METHODS TO RESOLVE:** my 3 hours per day dedicating time to my project as assigned in the Project Schedule I need to add additional 1 hour per day for classes PPM’s deliverable to be part of the project schedule.
10. **Lesson Learned:** Risk Occurred during an execution phase which was original analyzed as the planning phase and tied into a task not on the execution phase.
    1. **CATEGORY:** Project Risk
    2. **WHY:** This Risk of Research Analysis was underestimated of the feedback captured not enough data to be analyzed during planning phase.
    3. **METHODS TO RESOLVE:** future projects a risk that might occur more than 1 time should be active risk to have multiple occurrences if first iteration don’t occur. This will prevent a whole change request submission and adjustment to the project schedule and scope.
11. **Lesson Learned:** During finishing execution phase code review became too complex.
    1. **CATEGORY:** Project Risk
    2. **WHY:** Some work packages at the end of the execution phase took time that was not factored in the scope.
    3. **METHODS TO RESOLVE:** As this risk arises which was not included in the project as part of the risk analysis, I had to take additional time not included on the project to prevent risk of project delay due to not enough time allocated to do a full code review after the completion of writing the program code.
12. **LESSON:** Risk Occurred during an execution phase a budget wasn’t assigned as part of the risk response.
    1. **CATEGORY**: Project Cost
    2. **WHY:** Didn’t did performance realization to computer system to be able to manage multiples software at once (roughly 10 applications on background and active). This affected internal component of the computer to start failing due to overheating.
    3. **METHODS TO RESOLVE:** Do not use same computer system to work on the project as well to track project and programming level. This cause too much output performance problems. And it is considered a single point of failure and no backup on place.
13. **LESSON:** There is potential expenditure towards Project Research Paper Editor contract.
    1. **CATEGORY**: Project Cost
    2. **WHY:** Initially paper research editor wasn’t included as part of the project work packages and task analysis.
    3. **METHODS TO RESOLVE:** Currently two professional’s colleagues are overviewing the paper research. Tracking Notes will be capture for updates and changes. Last resort will be hiring an Editor who is already been contacted for upcoming changes, based on Go/No Go criteria.
14. **LESSON:** Notification received by MyASP.Net Hosting/Domain provider.
    1. **CATEGORY:** Project Cost
    2. **WHY:** Hosting Space has a bundle package of 3 years of service, but domain name is renewed on a yearly basis. During planning phase pmlessonlearned.com was reserved.
    3. **METHODS TO RESOLVE:** Add to calendar a reminder to repurchase this domain name if decided to continue with been a public face site. During purchase time, which is $12.95 dollars, I can opt to extend more than 1 year for the naming.
15. **LESSON:** Dedication too much time on Re-adjusting excel and word documents templates for my current PPM’s deliverables.
    1. **CATEGORY**: Project Management Plan
    2. **WHY:** As a detail-oriented person, I had the need to build up my own template design for any tools that will be part of my project work packages or ppm assignments. Because of this I spent more time during my time schedule based on my agenda for the project of 3 hours had to use overtime on late nights.
    3. **METHODS TO RESOLVE:** Had Go with preexisting template provided out there on the net or from class default templates provided by the professors. Also, I need to focus on my constrain identified and the scale of the size of this project and not thinking for my personal level.
16. **LESSON:** Project Title, Description, Scope and Purpose
    1. **CATEGORY**: Project Charter / Initiation Phase
    2. **WHY:** Project title, description, scope, or purpose not matching on other documents. Having a significant impact in Time and effort, overall, in the project.
    3. **METHODS TO RESOLVE:** Attack those inconsistencies now, do not wait to the end to find out there are mismatch wordings all over the place.
17. **LESSON:** Project Final Status Presentation definition
    1. **CATEGORY:** Project Status Report
    2. **WHY:** Budget Plan and Deliverables misconception of terminology
    3. **METHODS TO RESOLVE:** Presentation Naming convention was not clear enough which has to be explained. Research more for Make-buy-Decision vs Scorecards on procurements. Deliverables vs work packages, have a clear signification of both wording and how to use them.
18. **LESSON:** Project Final Status Presentation
    1. **CATEGORY:** Project Status Report
    2. **WHY:** Presentation duration
    3. **METHODS TO RESOLVE:** The duration of the presentation surpasses the 20 min. mark making the last 2-3 slides narrow down. This must be more summarized and presented to others before a presentation given.
19. **LESSON:** Final Project Completion Presentation too long
    1. **CATEGORY:** Project Closeout
    2. **WHY:** Embed video of demo of product was about 7 minutes and will surpass the time allowed of 30 minutes.
    3. **METHODS TO RESOLVE:** After rehearsal multiple time my project closeout presentation, I needed to include a video that should be 3 minutes or less of duration. I focus in main areas of the project product to consolidate the time given. Provide timing each slide to keep at the time needed, before video started, I set a time to 25 minutes to previous slide of the video embed this will allow me enough time to present the demo and finish my conclusion and acknowledgement.