

Project Management for Everyone
Lessons Learned

Clarifying Phase

1. Did we clearly define the scope of the project?
2. Did we use the best measurement for success?
3. Did we accurately estimate time and resources?
4. Were the deliverables attainable and relevant?
5. Were there assumptions that were overlooked?
6. Did we thoroughly interview key stakeholders?

Planning Phase

1. Did we accurately identify the major pieces of the project?
2. Were our time lines realistic, given the information available at that date?
3. Was the work load fairly distributed?
4. Were the risks accurately identified, given our level of information?

Execute Phase

1. Were project tasks properly prioritized?
2. Was there sufficient time to accomplish project tasks?
3. Was our Change Management process effective?
4. Was our Communication Plan effective?
5. Were our Meetings effective?

Closing Phase

1. Did we properly close out all aspects of the project?