

Project 1 Status Report Lessons Learned

The goal of this set of project reviews/presentations is to learn something from one another about what worked, what did not work as expected, and how you might make improvements for Iteration 2.

You should plan on not more than 12 minutes to present your project, project status, and lessons learned. Practice your timing so you do not get cut off in the middle.

Use PowerPoint or something equivalent. Your presentation should include a short demo of your software and should answer at least the following questions about your project and the lessons learned. The focus, of course, should be on objective phenomena (e.g., milestones made or missed) not individuals:

1. Status against project plan

- What was planned for this date?
- What was actually produced (status of work products and deliverables even if not complete)?
- Demo (show project capabilities and features)
- Make clear why you believe you have implemented what the customer wants

2. Lessons learned and planned changes

- How did the team coordinate activities and make decisions?
- How effective was project planning?
- What were the root causes of any schedule delays?
- Was the risk management approach effective?
 - Were risks adequately identified and defined?
 - Did the risk mitigation strategies allow work to proceed in spite of problems?
- What do you plan to change for Project 2?