

Lessons-Learned Report

Date

Project Name: Cornhole for Carillion

Project Sponsor: Erin Henderson

Project Manager: Billy Petrakes

Project Dates: 9/19/2018 – 12/3/2018

Final Budget: 35\$

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

We met the cost and time goals, but we fell short of our \$300 scope goal by \$90.

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

We were seeking to hold our cornhole tournament by November 10th, gather over \$100 of prize support from local restaurants, raise \$300 during the tournament for Carillion Children's Hospital, and visit the Children's hospital.

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

Before the event we raised \$140 in prize support for the tournament which exceeded our expectations. We successfully held the event on November 10th which met our personal deadline. This was made possible because of our constant dedication to our timeline. We only raised \$210 which was short of our goal by about 1/3rd due to some extenuating risks. We did have the opportunity to visit the hospital which blew us away with the detail and care for the kids.

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

The main lessons we learned include the following:

- The earlier you start on a part of the project, the more successful that part will be. Time management was inconsistent throughout the course of our project. There were weeks when we were really on top of it and others where we fell behind. For example, at the start of the project we were slow to bring our sponsor in, which delayed our retrieval of gift cards and thusly our promotion of the event.
- We really found value in our fluid communication. Because our team was so committed to being in communication both in person and via groupme, there was nothing that we didn't tackle as a team. Constant progress and any roadblocks alike were shared fluidly throughout the duration of the project. This resulted in trust being formed when individuals were called upon as well as ease in receiving help from the team.
- Consistent documentation is crucial to the success of a long-term project. Even though this was just a shorter-term project being a few months, constant documentation was vital. A few times we lacked consistency in our

documentation and it left us reeling later in the project. However, when we stayed consistent during period of the project it allowed us to move forward with the greatest efficiency.

- Different perspectives are both challenging and beneficial. It could be difficult at times with each of us having different personal priorities for how to get the project done. But it was extremely beneficial to be able to discuss the project from four unique perspectives and come to agreements as how to move forward after hearing so many possibilities.

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

Raising prize support was one of the most successful parts of our project. We expected it to take a few weeks to gather all the support we needed when in actuality it only took a few days. Not only did we reach the \$100 goal we set out, but we surpassed it by 40% due to how wide we cast our net in reaching out for support.

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

We didn't quite take into consideration all potential competing events when selecting the day of our event. We had only a few major considerations for the date of event namely being, was there a home football or men's basketball game. Since neither of those were occurring on the day we selected we thought we would be safe telling our participants to park in the McCommas lot. However, there was a women's basketball game going on that we learned the day of, closes McCommas lot to the public so we had to shuttle our participants from Lane parking lot.

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

The main thing is that we would have wanted to dedicate a little less time to planning for the event and a little more into promoting it. Because we took so long to finalize our event location, time and date, it gave us much less time to promote the event. We mostly promoted on social media and though dedicated blocks of time where we were on campus spreading the word. However if we did this again, we would want to explore more channels for promoting the event; such as classroom presentations and tabling with flyers.