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| **DATE** April 11th, 2019 |

**PARTICIPATION HOUSE – Project Assessment**

Our Participation House CEL project was completed on Thursday March 28th, 2019. That day, the project presentation was given, and the final report was sent to the project sponsor. All project management documents at that time had been completed, minus this project assessment. The project was successfully carried out and all deliverables sought out by the sponsor were achieved. These included: contact lists of schools in Ontario Participation House could partner with, recruitment strategies and tips, and marketing strategies and tips.

The project began in October 2018 with three project managers: Sydney Mensen, Teresa Turnbull, and Amratha Chandrakumar. Initially, the deliverables were unclear to us and we were overwhelmed with the task at hand. We thought the project sponsor wanted us to contact many schools and discuss the potential partnership between them and Participation House. So, Teresa began to reach out to a few contacts at King’s University and TriOS College. After the New Year, we had another meeting with our sponsor, where the deliverables were solidified. The project sponsor explained he actually did not want us to reach out to anyone, and just provide contact lists for Participation House to reach out to. In addition, we were reduced to two project managers, as Amratha left the program. This added more stress as we were beginning to complete all of the required project management documents.

Over time, the documents were slowly being completed; however, it was difficult for us to find time that works for both of us to meet. Over the span of approximately two months, all of the project management documents were completed, and an audit revealed those documents were completed properly, minus a few touch-ups. The presentation was excellent, and we created a final document to provide the project sponsor with all of the deliverables he was seeking.

The project sponsor, Donnie Antony, said multiple times that he was very happy with the work we had done and that all deliverables were met. Our project sponsor did not provide any other feedback regarding the project deliverables or the process of project completion.

Overall lessons learned during this project were:

1. Ensure proper communication between project managers and the project sponsor. Ask questions if anything is unclear.
2. Organize regular meetings between project managers to ensure that documents can be continuously completed rather than allowing them to pile up at the end of the project.
3. Become flexible to be able to adapt to changing environments, such as a loss in the number of project managers.