

Lessons Learned

Report from the project team.



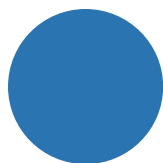
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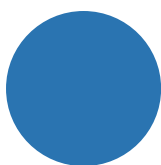
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1. INTRODUCTION

Lessons learned refers to learning from experience, with the aim of actively using the knowledge gained in the future. In essence, it is less about the results achieved, but mainly about the way of working together, challenges and opportunities for improvement. Depending on the format used, it is important to

- Things that went well,
- Things that went less well,
- Things that should be stopped immediately, and
- Aspects that could be tried out,

could be tried out. In this way, retrospectives and project reviews differ significantly from code reviews or sprint reviews, which are more about assessing the results of work than about collaboration.

The project team focused on the four items management, cooperation, creating of content, and other issues.

The created content itself was evaluated by other methods.

These "Lessons Learned" items will be an essential impact for all partners to "become better in future projects and partnerships". This document is also an output of recommendation for best practice.

2. PROJECT MANAGEMENT

It is absolutely necessary to use the preparation time (before the official project start) to implement everything necessary for the project implementation. This is – for example - jointly used workspace, material for the dissemination, and other means for the collaboration. The existence of these items made collaboration easy.

It is necessary to clear responsibilities and expectations from the beginning. Project management was fine although sometimes we missed some deadlines.

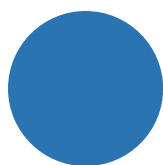
Face-to-face meetings are essential for organising and managing the project. During the pandemic, we had to postpone the transnational meetings and replace them with virtual meetings. In order to overcome this difficulty, we planned those meetings more often, so as to discuss all organisational issues as deep as it could get. But it wasn't enough. During the last months of the project, when mobility was allowed and we performed the meetings, the project rushed forward, reaching all the goals

"The only mistake
in life is the
lesson not
learned"

*Quote attributed to
Albert Einstein*

"The key to
successful
leadership today
is influence not
authority."

*Kenneth Blanchard
(American author,
business consultant
and motivational
speaker)*



set. Another organisational issue is the preparation during the application writing, after the application approval and during the first project meeting. All partners involved should contribute to the proposal writing. After the approval, all partners should study the final document of the application. All the questions and clarifications should be made during the kick-off meeting, so as everybody know their role in the project.

3. PARTNERS AND COOPERATION

Partners must be selected carefully. Best situation: You have partners that can be trusted (in their experience, their intention to impact the project, and other similar issues) and finally these partners have become friends.

Sometimes the self-perception of competencies and skills differs greatly from the external image and real skills - in these cases, the consequence must be drawn for the future.

Sharing different ideas and an open-minded environment have been very positive in this project. We believe that having almost the same project team throughout the whole project was a plus.

It is necessary that all participants know about the project, their role and the expectations in their expertise. All people working in the project should have read the application and understand the relevance. This enables them to be (pro)active in the cooperation.

In a partnership, it is preferable that partners have not the same but complementary skills and possibilities. In that way, each partner contributes and there are no obstacles. Otherwise, in some areas the project works OK and in other areas there are weaknesses. This can be solved during the partner selection

4. CONTENT CREATION

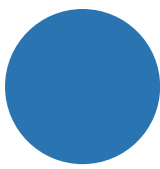
Content creation must be planned more precisely (especially in jointly developed content). The use of training frameworks was an efficient and promising approach and should be enhanced by storyboards (in the future).

The project allowed staff to deal with different IT tools and ways of implementing content online. Partners were very open to share experiences and tools.

The process of content creation enabled most partners to increase the knowledge and skills using various (multimedia-based) tools. This was an added value for most people working in the project.

“Excellent firms don’t believe in excellence - only in constant improvement and constant change.”

*Tom Peters
(American writer on
business management practice)*



Almost all partners were very much experienced in project organization and course content creation. But there are differences in the course structure and content because of the different target groups that each partner is referred to. So, it was a big challenge to homogenize the training style and provide uniform intellectual outputs that the course recipient can easily handle. This was realized thanks to the initiative of partners that had a global project overview. Nevertheless, an enormous transfer of knowledge, expertise and experience took place between the participating organisations.

5. OTHER ISSUES

The kick-off meeting is the crucial starting point - here it must be possible (from the beginning) to convey the project idea and thus subsequently promote team building. If partners are not present at this meeting, this will lead to friction. From the beginning, all partners must understand the project and be aware of their role. In such small projects (as ours), the proactive involvement of each individual is also required.

A project can be effectively implemented, if every partner is committed to the partner agreement signed by this organization and the coordinator. This means:

- Knowledge of the application content.
- Clear instructions about the activities' implementation.
- Fair distribution of the duties within the project (this can be taken into account during the application writing).
- To strictly follow the deadlines.
- Flexibility in front of the obstacles that may rise.

It was of interest to learn more about different kind of media and tools. It was amazing to learn about the large outreach of our web. In overall the DISK project was a success.