**Project Lessons Learned Report**

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| **Project Name:** | | | Sample10 Project | | |
| **Prepared By:** | | | S Floyd | | |
| **Date** | | | 5/2/2019 | | |
| **Project Close-Out Discussions** | | | | | |
| The lessons learned meeting was held on 4/26/2019 and the initial summary of the discussion is stated in the description. | | | | | |
| **Project Team:** | | | | K Ashley  J Bent  T Brickner  S Floyd | |
| **Project Background:** | | | | Data integrity, quality, and accessibility issues negatively impacts the UNT System’s ability to serve employee needs, comply with federal and state reporting requirements, engage in effective business planning, and operate efficiently as a university system. Therefore, the Chancellor initiated a review of human resource data quality and requested weekly updates on how the team would address the issues found. One issue was with the reporting of an employee’s hire date. | |
| **I. Project’s biggest successes:** | | | | | |
| ***Description*** | | | | ***Factors that promoted this success*** | |
| 1 | Copied all legacy job data from electronic systems to HCM | | | Following well-written requirements | |
| 2 | Displayed the employee’s first designated hire date in all delivered original hire date fields | | | Following well-written requirements | |
| 3 | Created a nightly process (GBHR\_HIRE\_DT) to update the original hire date based on the designated hire date. | | | Following well-written requirements | |
| 4 | Created tables…   * PS\_GBHR\_L\_EMP\_DATA * PS\_GBHR\_L\_POS\_APPT   and updated tables   * PS\_GBHR\_HIRE\_DATES | | | Following well-written requirements | |
| 5 | Added the OHD <COMPONENT> data to the Personal Data Jr page and the underlying table. | | | Following well-written requirements | |
| 6 | Developed a workaround for the timing out of the script. | | | The development team help come up with a workaround | |
| 7 | The development team now discusses what they are doing in HRQA or DV so each developer is aware of what is going on. | | | Team work with forward thinking | |
| 8 | Splitting up the project in two phase so it was more manageable and quick delivery | | | Team work with forward thinking | |
| 9 | Weekly team meetings helped move the project along | | | Using the project management communication plan | |
| **II. Areas of potential improvement along with high-impact improvement strategies:** | | | | | |
|  | ***Category*** | ***Project Shortcomings*** | | | ***Lessons learned*** |
| 1 | Schedule | Several special cases slowed down the process | | | We need to account for special cases, such as employees with multiple jobs in different agencies, rehires, retirees who are part-time workers, etc. |
| 2. | Technical | Regressing the link was not as easy as anticipated. Rob found out that the old pages were gone, so he had to restore pages and the developer learned a lot while during the process. | | | Do not assume a task is easy until after initial research |
| 3. | Technical | We learned that there are many challenges when working on two similar projects touching the same areas of code at the same time. The team discussed having an internal discussion with resource managers, developers, and business analysts. | | | Limit or staggers projects within the same area of code |