**Project Lessons Learned Report**

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| **Project Name:** | Sample11 Project |
| **Prepared By:** | A Welch |
| **Date** | 03/06/2018 |

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| **Project Close-Out Discussions** | | | | |
| A lessons learned meeting was held on 03/06/2018 and the initial summary is attached herewith. | | | | |
| **Project Team:** | | | D Whist, W Krtalic, M Shirley, A welsh | |
| **Project Background:** By doing this project, multiple systems and administrative offices will have consistent information regarding student's housing requirements, status and location, thus improving data quality. | | | | |
| **I. Project’s biggest successes:** | | | | |
| ***Description*** | | | ***Factors that promoted this success*** | |
| 1 | Implementation was complete | | ITSS team was quick to respond when needed to get items changed or updated or completed in a timely manner. | |
| **II. Areas of potential improvement along with high-impact improvement strategies:** | | | | |
|  | ***Category*** | ***Project Shortcomings*** | | ***Lessons learned*** |
| 1 | Vendor engagement | There was no direct engagement with vendor on this project | | Establish a relationship with the vendor even though the engagement is thru the business side. |
| 2. | Business engagement | Other departments were to be engaged in this project but did not have the time so that greatly slowed down the project. | | Establish, up front, the commitment needed by other areas and get commitment for resources or agreement to proceed. |
| 3. | Business engagement | The scope was very broad with no real understanding of how much information was needed | | Try to get the Business resources define what type of info is needed before the requirements gathering and planning officially starts. |