**Project Lessons Learned Report**

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| **Project Name:** | Sample16 Project |
| **Prepared By:** | Mohammad M |
| **Date** | 4/30/2017 |

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| **Project Close-Out Discussions** | | | | |
| A lessons learned meeting was held on 4/30/2017. | | | | |
| **Prroject Team:** | | | V James, S Brooks, M Shirley, K George | |
| **Project Background:** | | |  | |
| **I. Project’s biggest successes:** | | | | |
| ***Description*** | | | ***Factors that promoted this success*** | |
| 1. | Project went live ahead of schedule | | UAT & Training was combined and completed in four weeks instead of 8 weeks | |
| 2. | Project was completed under budget | | UAT & Training was combined and completed in four weeks instead of 8 weeks | |
| 3. | Dedicated UAT & Training Time | | Users used ITSS training room for dedicated testing and training time.  ITSS technical SMEs were able to resolve issued found during training quickly due to the close proximity of the UAT location. | |
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| **II. Areas of potential improvement along with high-impact improvement strategies:** | | | | |
|  | ***Category*** | ***Project Shortcomings*** | | ***Lessons learned*** |
| 1 | Not Applicable. |  | |  |