**Project Lessons Learned Report**

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| **Project Name:** | Sample6 Project |
| **Prepared By:** | S Floyd |
| **Date** | 10/29/2019 |

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| **Project Close-Out Discussions** | | | | |
| The lessons learned meeting was held on October 15, 2019. | | | | |
| **Project Team:** | | | N Angulo  S Floyd  J Smith | |
| **Project Background:** | | | The business has used Cognos for many years, but the current configuration and rigid structure does not support optimization and enhancements. The current Cognos environment uses an intermediary source that requires extraction, transformation, and loading of data to produce reports, as well as, it requires intervention and custom programming. IBM does not support the current environment; therefore, the business must upgrade to support its existing reports. | |
| **I. Project’s biggest successes:** | | | | |
| ***Description*** | | | ***Factors that promoted this success*** | |
| 1 | Installed, configured, and tested Cognos 11 | | Success attributed to teamwork and making sure everyone was on the same page. Project prioritization was key. | |
| 2 | Implemented Motio version control | | Success attributed to teamwork and vendor assistance. | |
| 3 | Connect Cognos to the new datamart | | Success attributed to teamwork and making sure everyone was on the same page. Project prioritization was key. | |
| 4 | Deployed stage 1 reports to Cognos 11 | | Success attributed to teamwork and making sure everyone was on the same page. Project prioritization was key. | |
| **II. Areas of potential improvement along with high-impact improvement strategies:** | | | | |
|  | ***Category*** | ***Project Shortcomings*** | | ***Lessons learned*** |
| 1 | Technical | A key software update pushed the project out | | Ask the vendor for upcoming software upgrades. |
| 2. | Budget | Additional Motio license expense | | Negotiate test and production instances at the same time. |
| 3. | Technical | Data source connection problem | | Technical issues will arise so be prepared. |
| 4. | Scope | Understanding the scope of the project | | Projects can be more involved than we think. |
| 5. | Technical | Cognos 11 training issue with vendor’s equipment | | Use an IBM certified trainer. |
| 6. | Resource | Lost the resource that was trained on Cognos 11 | | Train multiple employees on the new software. |
| 7. | Schedule | Timeline challenges | | For each change in go live dates, verify the timeline with all parties and do not plan anything around the budget cycle. |