

## COMPLETED EXAMPLE

### <Project Name>

#### Project Lessons Learned Summary (M191S)

<b>Project Name:</b>		<b>PlanView Number:</b>	
<b>Project Sponsor:</b>		<b>Project Size:</b>	
<b>Project Director:</b>		<b>Project Start Date:</b>	
<b>Project Manager:</b>		<b>Project End Date:</b>	

- ✓ **Solid Project Management** up front is essential to clarity and understanding for the project team.
  - Accurate and up to date schedule kept current
  - Project Approach clearly defined up front
  - Clearly defined Roles & Responsibilities
  - Regular and timely **communication** to entire CPU to include:
    - Status Updates
    - Milestone Transitions
    - Meeting Notifications
    - Meeting Minutes
    - Schedule Changes
    - Key Decision Changes
    - Testing Results
    - Timely/Accurate Updates during Launch Weekend
    - Consider use of a chat room to post updates during launch
- ✓ **Test Plans** need to be updated regularly to ensure that all software development changes/updates are captured and accounted for.
- ✓ The Development Team should meet once code is on the QA environment to conduct a **code review** to ensure that the code is working as intended.
- ✓ When staff will be on site during non-work hours, **inform facilities** so the building temperature can be adjusted accordingly.
- ✓ Consider **archiving data** to shorten processing times.
- ✓ **Notify Access Services of appropriate access needs** for personnel during phases on the various environments to ensure that unnecessary delays are not encountered.
- ✓ We need to **better understand the cache refresh timelines** and the potential impacts up front.

*Internal Use Only*

**Document Change Control  
Project Lessons Learned Summary (M191S)**

<b>Version Number</b>	<b>Date</b>	<b>Revision Author</b>	<b>Description</b>
1.0	5/27/08	SS-KS	Draft New Template Format.; submit to ISPS for approval.
1.0	5/29/08	SS-KS	Approved for production.

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