

LOTUS NOTES DATABASE INSTRUCTIONS

Lessons Learned (M137)

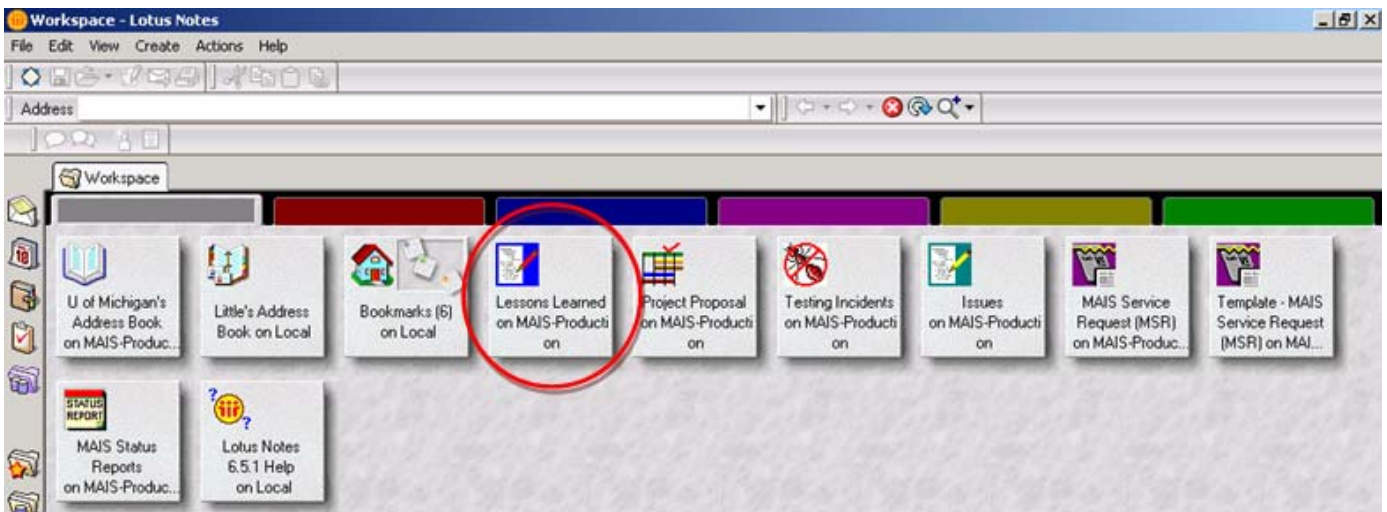
Use of Lessons Learned in Lotus Notes

As an integral part of Project Management Methodology, Project Team members are expected to report project Lessons Learned that would provide valuable input to MAIS' ongoing improvement efforts.

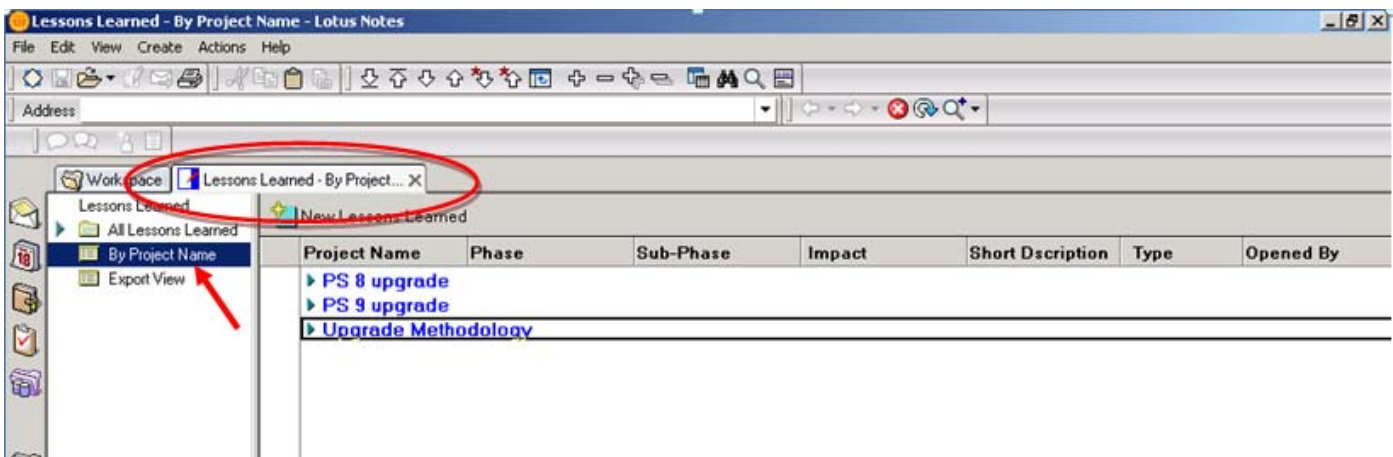
Project Team Leads and Managers must, on a regular basis, review and analyze those Lessons Learned specific to their project. They are to use this information as input to their process improvement efforts.

Capturing Lessons Learned

- Within Lotus Notes, navigate to **Lessons Learned on MAIS-Production**.



- In the **Lessons Learned - By Project** tab, click **By Project Name**.



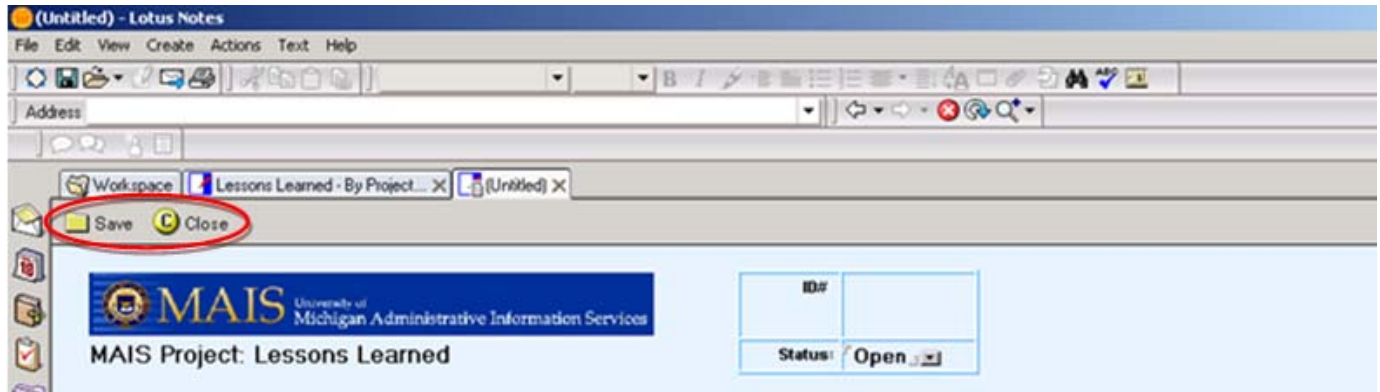
- Complete the fields provided in **MAIS Project: Lessons Learned** screen.
 - Required fields are notated with an asterisk (*). These must be completed before a new Lessons Learned document can be saved.
 - Carefully create a **Short Description** (or **Lesson Learned** title) that will be easily identified and quickly located during queries and key word searches.
 - Pull-down menus with a choice of field values are provided for much of the basis project information.
 - The remaining free-form fields may be completed as appropriate. Be direct and concise, yet thorough.

The screenshot shows the Lotus Notes application window titled '(Untitled) - Lotus Notes'. The menu bar includes File, Edit, View, Create, Actions, Text, and Help. The toolbar contains various icons for file operations and editing. The workspace shows a document titled 'Lessons Learned - By Project...' and an '(Untitled)' document. The main content area displays the 'MAIS Project: Lessons Learned' form. At the top left is the MAIS logo (University of Michigan Administrative Information Services). To the right are fields for 'ID#' and 'Status: Open'. The main form fields are:

- *Short Description (Lessons Learned title): (indicated by a red arrow)
- Opened By: Christine Little
- Date Opened: 05/28/2008
- *Project Name: (dropdown)
- *Project Phase: (dropdown)
- Contact Person: (dropdown)
- *Project Sub-Phase: (dropdown)
- *Project Impact: (dropdown)
- *Lessons Learned Type: (dropdown)
- *Originating Team/Module: (dropdown)
- *Module(s) Affected: (dropdown)

 A note at the bottom of the form states '* required to fill in order to save your document.' Below the form are sections for 'Lessons Learned Statement:', 'Long Description (Lessons Learned Summary):', 'Comments:', 'Recommended Actions:', 'Attachments:', and 'Last Updated By:'.

- In top of the entry window, click **Save**, and then click **Close**.



Need Further Assistance?

Please contact the specific manager of your project or work team.

Document Change Control Lessons Learned (M137)

Version Number	Date	Revision Author	Description
1.0	05/28/08	SS-KS	Converted to new format; updated Lotus Notes screen shots; submitted for review
1.0	06/06/08	SS-KS	Approved for production.

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