

Lessons Learned

Solicitation

- each project team member invited to contribute
- specify type of information desired for lessons learned
 - people
 - process
 - other resources (time, \$)
- specify how information will be collected
 - freely available for all to see?
- deadline for contributions
- set review meeting date

Aggregation

- Gather all contributions
- Identify common themes
- Create review meeting agenda based on themes
- Determine points of interest for all attendees
- Identify near-term projects most likely to benefit from these lessons

Deliberation (meeting agenda)

- Expose themes
- Have everyone audibly contribute their comments wrt themes
- Gain consensus on need for change
- Identify action items and person(s) responsible

Execution

- Produce action plan to integrate lessons
- Follow-up with attendees about how lessons were incorporated into existing or near-term projects
- Update to Sr. Management