Lessons Learned

Solicitation
- Each project team member invited to contribute
- Specify type of information desired for lessons learned
- Specify how information will be collected
- 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