Lessons Learned Registries: It’s all about the risks

04/19/2023
Why Track Lessons Learned?

The U-M ITS PMO Process

Using the Lessons Learned
Why Track Lessons Learned?

### Project Risk Management

- Set your team up for success
- Avoid and/or mitigate big issues
- Awareness of opportunities
- Boost those PM ‘Spidey Senses’
The U-M ITS PMO Process

**Process**

- Ongoing log *(Optional but recommended)*
- End-of-Project log *(Required)*
  - A 2nd Project Manager facilitates
- Quarterly PMO review
- Ad-Hoc - Review past findings for relevant info when planning new projects

**Tools**

- Google Forms *(Pre Meeting survey)*
- Google Sheets
- Google Slides
- TeamDynamix
The U-M ITS PMO Process - Tools

The TeamDynamix Project Issues to capture

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<th>Category</th>
<th>Title</th>
<th>Priority</th>
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<td>1466</td>
<td>Lesson Learned</td>
<td>Remember to confirm work hours with DCE team members at e..</td>
<td>High</td>
<td>Completed</td>
<td>Tue 4/11/23 8:58 AM</td>
<td>Tue 4/11/23 8:58 AM</td>
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<td>Deliveries to a Data Centers - Submit Ticket to DCE</td>
<td>High</td>
<td>Completed</td>
<td>Wed 2/15/23 4:23 PM</td>
<td>Wed 2/15/23 4:23 PM</td>
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A Google Form to gather team input
Using the Lessons Learned

Starting new Project… Go to the Spidey Senses Workspace.
Questions?