

PROJECT LESSONS LEARNED REPORT

Project Name:	Business Intelligence (BI)
Prepared by:	Diane Kleinman
Date:	June 15, 2009

Project Close-Out Discussion

A Lessons Learned meeting was held on 6/12/09. The summarized lessons learned are in this document.

Attendees:

Vel Angamthi
Wendy Berkowitz
Wayne Bowker
Aaron Demenge
Michael Garza
Jim Green
George Hardgrove
Janet Heller
Bill Kanfield

Janet Heller
Bill Kanfield
Ann Lundholm
Ron Mapston
Peggy McCarthy
Tammy Nelson
Bill Paulus
Jennifer Pierson
Shari Zeise

List this project's biggest successes.

<i>Description</i>	<i>Factors that Promoted this Success</i>
We have a more organized reporting structure.	The capabilities of BI allow for a more organized structure.
We were able to remove a lot of reports that weren't being used and we have reports that actually work.	A benefit of this project was time was taken to existing reports and to remove those reports that no were needed or did not work.
The tool will allow users to write their own reports and these can be modified on an ongoing basis.	BI allows more than just a few people to have the to create reports. There is no bottleneck like there was before when only one person knew and was able to reports that are needed. Now users can write their reports and reports can be modified on an ongoing

List areas of potential improvement along with *high-impact* improvement strategies:

<i>Category</i>	<i>Project Shortcoming</i>	<i>Lesson Learned</i>
Project Management	There are still questions around whether or not to still treat this as a project and let the team make decisions on how to move forward with operational monthly reports.	FM Leadership needs to determine if this project continue with a project in place. There needs focus on completing monthly reports.

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Table of Contents Lesson Learned Paper

1. Understanding the eBook Lesson Learned Paper
 - The Rise of Digital Reading Lesson Learned Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Lesson Learned Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Lesson Learned Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Lesson Learned Paper
 - Personalized Recommendations
 - Lesson Learned Paper User Reviews and Ratings
 - Lesson Learned Paper and Bestseller Lists

5. Accessing Lesson Learned Paper Free and Paid eBooks
 - Lesson Learned Paper Public Domain eBooks
 - Lesson Learned Paper eBook Subscription Services
 - Lesson Learned Paper Budget-Friendly Options
6. Navigating Lesson Learned Paper eBook Formats
 - ePub, PDF, MOBI, and More
 - Lesson Learned Paper Compatibility with Devices
 - Lesson Learned Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lesson Learned Paper
 - Highlighting and Note-Taking Lesson Learned Paper
 - Interactive Elements Lesson Learned Paper
8. Staying Engaged with Lesson Learned Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Lesson Learned Paper
9. Balancing eBooks and Physical Books Lesson Learned Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lesson Learned Paper
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Lesson Learned Paper
 - Setting Reading Goals Lesson Learned Paper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Lesson Learned Paper
 - Fact-Checking eBook Content of Lesson Learned Paper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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