<u>Project Lessons Learned Form</u>

General Information			
Project Name			Date
AFIS Upgrade			March 3, 2014
Sponsoring Agency			
Nebraska State Patrol			
Contact	Phone	Email	Employer
Tony Loth	402-479-4007	Anthony.Loth@nebraska.gov	Nebraska State Patrol
Project Manager	Phone	Email	Employer
Tony Loth	402-479-4007	Anthony.Loth@nebraska.gov	Nebraska State Patrol

Project Start Date	06/12/2013	Estimated End Date	02/13/2014	Project End Date	02/25/2014

Key Questions		Explanation
1. Did the scope of the project change?	☐ Yes ☒ No	
2. Did the project meet the expectations of the stakeholders?	☒ Yes ☐ No	
3. Did the project costs exceed the budget provided?	☐ Yes ☒ No	

Cost Management
Show the actual expenditures compared to planned levels. Break the costs into other categories as appropriate.

Fiscal Year [2013]

Budget Item	Budget at Completion (BAC)	Actual Costs (AC)	Cost Variance (CV = BAC – AC)
Salaries			
Contract Services	750,000	750,000	0
Hardware			
Software			
Training			
Other Expenditures*			
Total Costs	750,000	750,000	0

Other Expenditures include supplies, materials, etc.

Significant Project Milestones
Insert additional lines as necessary.

Milestone	Met	Not Met	Original Date	Actual Date	Impact (if late)
Signed Contract	☒	☐		6/12/2013	
Delivery of Requirements Definition Document (RDD) from MorphoTrak	☒	☐	7/8/2013	7/17/2013	
Approval of Requirements Definition Document	☒	☐	8/6/2013	8/21/2013	No impact
Site Preparation Survey	☒		8/16/2013	8/30/2013	No impact
Procurement of Hardware	☒		9/5/2013	8/23/2013	
Installation/Transition Plan	☒		9/20/2013	10/30/2013	No impact
Approval of Acceptance Test Procedure	☒		9/20/2013	9/30/2013	No impact
Data Migration	☒		11/13/2013	11/18/2013	No impact
Training Plan	☒		11/15/2013	11/15/2013	
Hardware Delivery	☒		12/2/2013	11/4/2013	
Onsite Installation	☒		12/10/2013	11/5/2013	
Go Live/Site Acceptance Test	☒		12/13/2013	12/13/2013	
Final Acceptance (60-day review)	☒		2/13/2014	2/25/2014	

What went wrong during the project and recommendations to avoid similar occurrences in the future
Provide a summary of what went wrong during the project, including the problem or issue, the impact and the recommendation to avoid those occurrences in the future.

Overall this project was very smooth. There were a handful of milestone dates for deliverables that were not met but none of these had an adverse impact on the progress of the project. Final completion was about two weeks late due to some last minute bugs that needed to be resolved.

What went right during the project and how similar projects may benefit from this information
Provide a summary of what went right during the project, including the success or accomplishment, the impact and how future projects may benefit from this information.

In my opinion, communication was the key factor for the success of this project.   There was a clearly defined implementation plan established at the very beginning and everyone was on board with that plan and everyone knew the expectations of all parties. When there was going to be a delay on the part of one party or the other, this was communicated to the other party so that adjustments to the plan could be made and expectations could be modified. We held bi-weekly meetings to discuss the status of the project, identify potential hang-ups and adjust our plan as needed. As implementation grew near, these meetings were increased to weekly.

NITC Reporting/Process Improvements and Recommendations
Use this section to insert NITC Enterprise Reporting improvements and recommendations.

The form was easy to complete and really helped me to keep the documentation of the project in order. The only suggestion I would have would be to provide an online form to simplify the completion and submission of the form. Ideally we would be able to call up our last monthly report and make changes to it rather than complete it from scratch each month.

Additional Comments
Use this section to insert comments / concerns not included in any other section.