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Lessons Learnt

Project Name: Emergency light testing & replacements

Prepared by: Leanne Phillips (Project Manager)

Date: 18 April 2021

Lesson Learned Number: 1							
Lesson Learned Proposed Name: The importance of back-up suppliers							
Process Group:*	Initiating	Planning	Executing	x	Controlling	Closing	
Specific Project Management Process Being Used: Procurement							
What was the action undertaken? One supplier was not able to supply the quantity needed, within the required time frame.							
What was the result? We had to approach a secondary supplier to source the items to meet the required time frame.							
What might have been a more preferred result? All items to have been supplied by the primary supplier without having to go to the secondary one.							
What might have created the more preferred result? Better/more accurate information to be provided from the supplier.							
What is the specific Lesson Learned? The importance of maintaining good relationships with multiple suppliers, so we aren't totally reliant on one.							
How could one identify a similar situation in the future? More often contact with the suppliers to identify the issues as early as possible.							
What behaviour is recommended for the future? More regular contact with the suppliers.							
Where and how can this knowledge be used later in this current project? N/A							
Where and how can this knowledge be used in a future project? More regular contact with the suppliers & maintenance of relationships with them.							
Who should be informed about this Lesson Learned: (check one)							
	x	Executive(s)	x	Project Manager(s)		Project Team(s)	All Staff
		Other:					
How should this Lesson Learned be disseminated? (check all that apply)							
	x	e-mail		Intranet/Web site	x	Tip Sheet/FAQ	Library
		Other:					

Signed:  Date: 18 April 2021

Version: 1

Date: 1 March 2021

File name: XXX College Emergency Light testing & repairs April 2021