

## Lessons Learned Introduction

### Objectives:

- Consider what worked well in past projects to help your group design and implement successful projects in the future.
- Make note of past obstacles and challenges to help your group avoid and/or prepare for similar issues next time around.

### Roles and Supplies Needed:

- *Lessons Learned* worksheet
- Note-taker
- Timekeeper
- Someone to gather information about past projects ahead of your meeting.

**Suggestion Duration:** 20 minutes

### Pre-Meeting Work:

Assign one volunteer to list several energy related projects that your committee / group has undertaken in the recent past including projects related to energy efficiency, renewable energy, and energy education. Bring any associated data about the energy savings, cost, and environmental benefits achieved that is *readily available*.

### Instructions:

As a group, choose two of your most recent projects to discuss. Discuss the following questions in relation to those projects, and then have the note taker summarize the responses on the *Lessons Learned* worksheet.

1. What were the keys to success?
2. What were the main obstacles and how were they overcome?

### Tips:

- The pre-meeting work your team does to make a list of past projects is valuable information – plan to keep a record of it along with your *Lessons Learned* worksheet and other notes.
- You can also use this exercise as a project planning tool. When starting out on a new project, take the time to make a list of what you think the keys to success will be and what obstacles might get in your way.