

## CHAPTER H-1

### LESSONS LEARNED

1. Purpose. This policy establishes the Engineering Division guidelines for implementing the Savannah District Military Construction Lessons Learned System.
2. Applicability. This policy applies to all design elements within Engineering Division.
3. Discussion. The Lessons Learned System is a Microsoft Access application that may be run directly by double-clicking the file EN\VOL4:\PROJECTS\LESSONS\Lessons.mdb or use a web browser to connect to <http://en.sas.usace.army.mil/cad.htm>

The Lessons Learned System was created and implemented by the US Army Corps of Engineers, [Savannah District \(CESAS\)](#) to provide ready access to a knowledge-base of project-related concerns, questions, and solutions. The Lessons Learned System is currently available for download in Access97 format. If you have any questions regarding use of the database or the contents, please contact:

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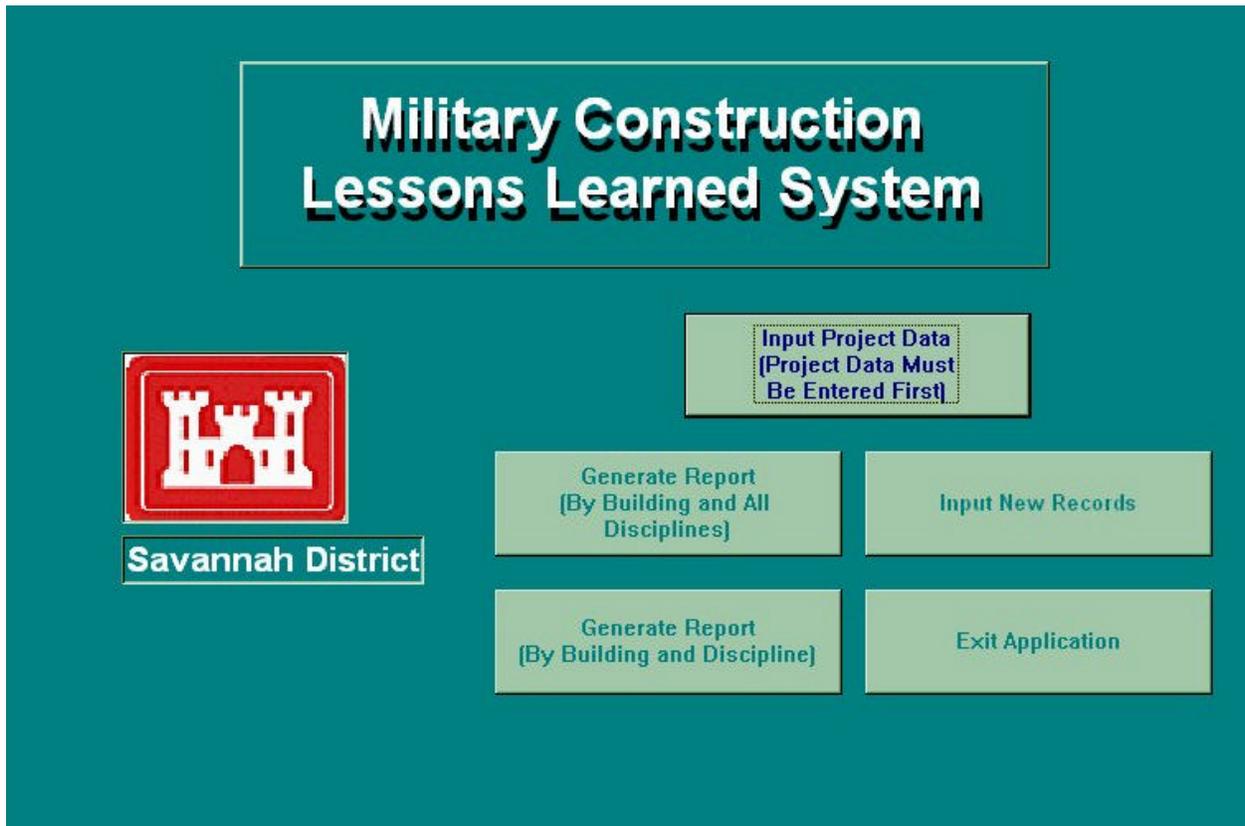


Figure 1 - Main Menu

The main menu provides the user with choices to input new records or to generate a report by building type or by both discipline and building type. Select "Input New Records" to add a new lesson learned. *Do not select "Input Project Data."*

When “Input New Records” is selected, the following screen will appear:

The screenshot shows a software window titled "Lessons Learned" with a subtitle "Savannah District - Lessons Learned Database". The form contains the following fields and values:

- Project ID Number: h00
- Entry Date: 4 Jun 58
- Problem Description: Heat lamps installed in bathrooms cause scorching of doors and posed threat of fire. Although the heat lamps were installed in the center of the bathroom, the door swung into the room. If left directly below the heat lamp, the vertical clearance between the heat lamp and the door top was less than 18 inches. According to published literature from General Electric, heat lamps should not be used where the vertical clearance
- This change applies to: All Installations
- Metric Issue:
- Building Type: Sanctos Building
- Building Size: All sizes
- Application Type: General (May apply to many projects and buildings)
- Discipline: Electrical
- Plate or Sheet#:
- Reason for Change: Engineering Change
- Remarks: Potential fire hazard.
- Photograph or Sketch (if available):

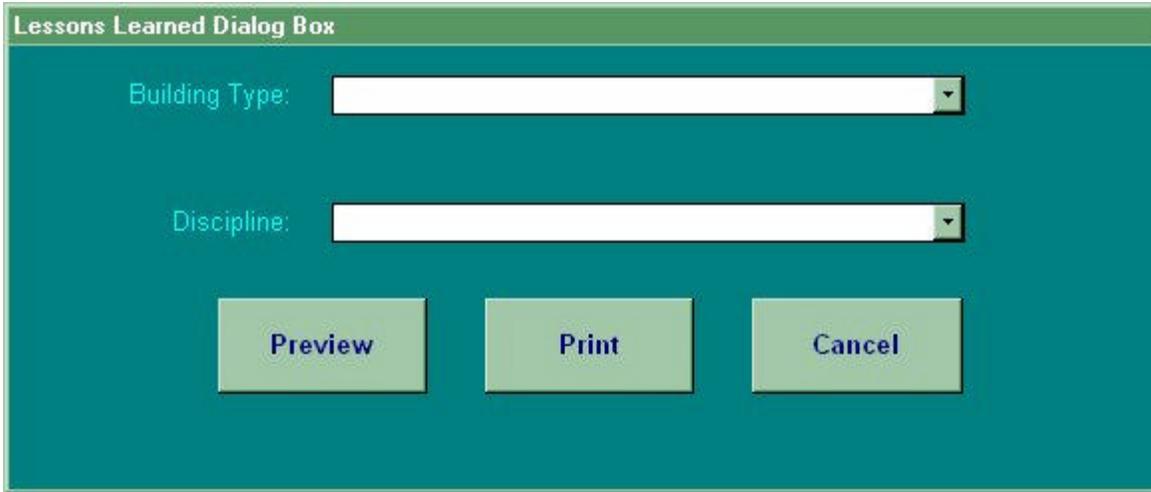
At the bottom left, there is a record indicator: "Record: 11 of 137".

Figure 2 - Lessons Learned Input Screen

Nearly all items to be recorded may be selected from pull-down menus. Any item may also be typed into the field. The “Problem Description” may be as long as needed to adequately describe the problem. The input box will scroll as necessary to accommodate the text.

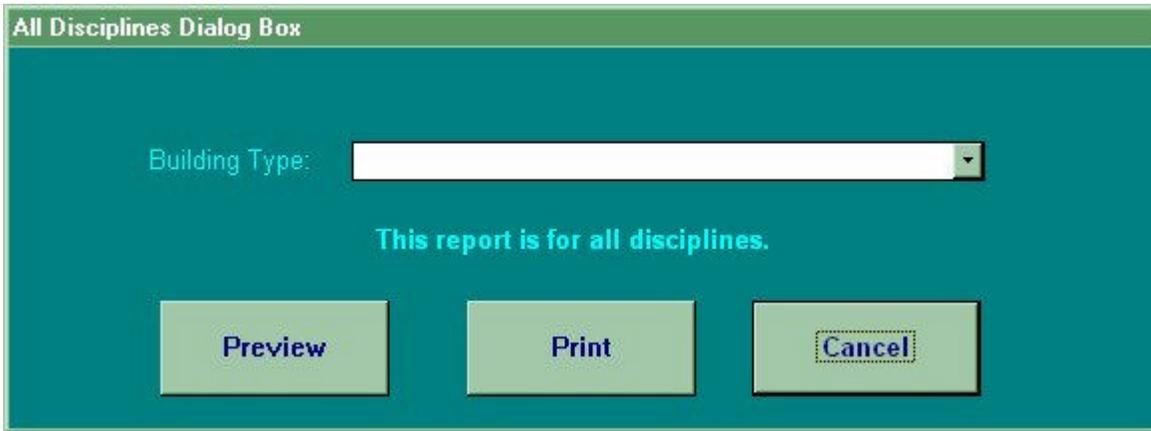
Currently, no “Project ID” is required and the “Photograph or Sketch” field should not be used because of disk space limitations.

If one of the report options is selected, one of the following screens will appear:



The image shows a dialog box titled "Lessons Learned Dialog Box" with a teal background. It contains two pull-down menus: "Building Type:" and "Discipline:". Below the menus are three buttons: "Preview", "Print", and "Cancel".

Figure 3 - Report Options for "Generate a Report By Building and Discipline".



The image shows a dialog box titled "All Disciplines Dialog Box" with a teal background. It contains one pull-down menu: "Building Type:". Below the menu is the text "This report is for all disciplines." and three buttons: "Preview", "Print", and "Cancel". The "Cancel" button has a dashed border.

Figure 4 - Report Options for "Generate a Report By Building and All Disciplines".

In either case, the user must select the options from the pull-down menus and then select "Preview" or "Print" to generate the report.

The reports will be grouped by discipline and by installation.