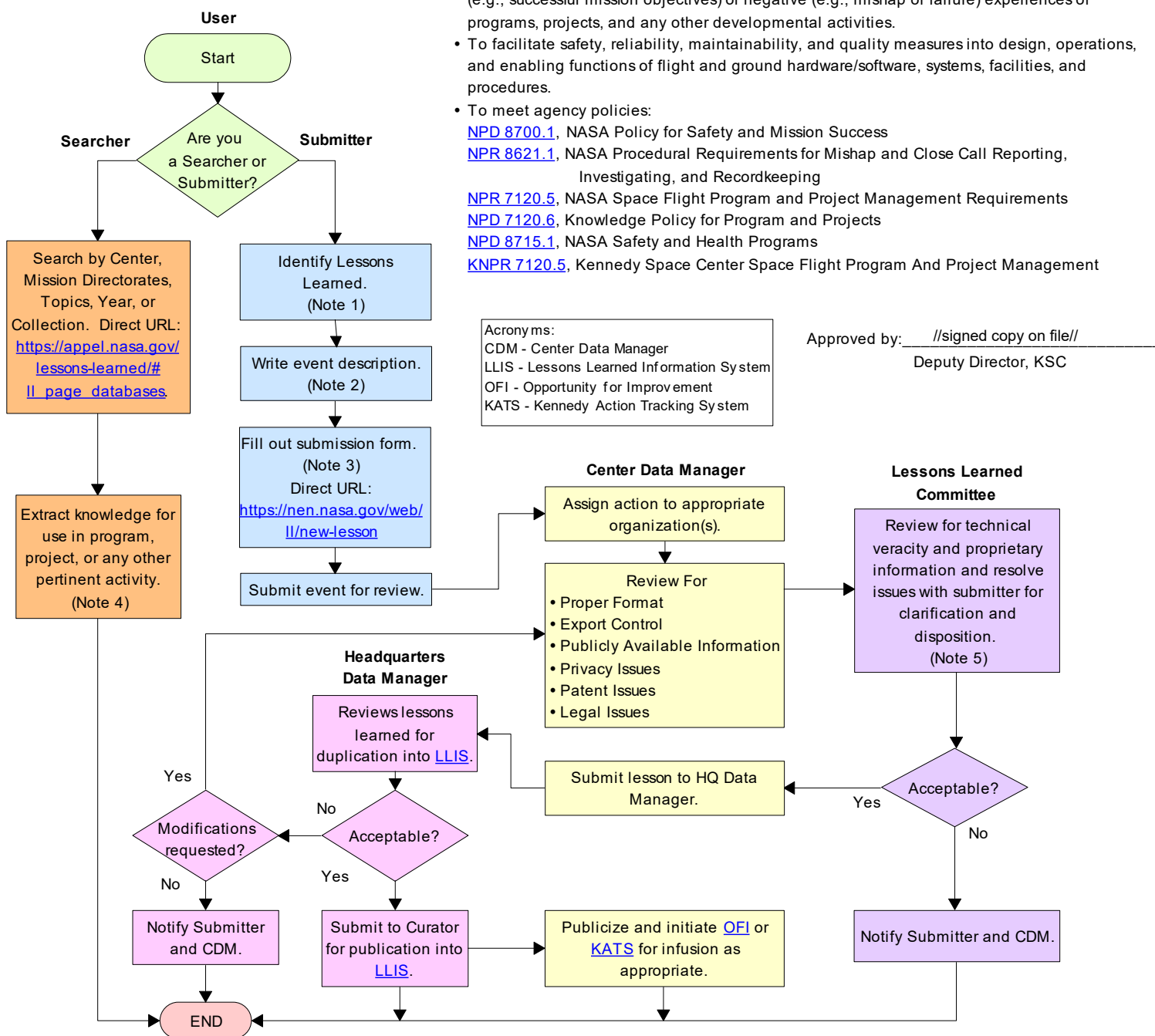


KSC LESSONS LEARNED SYSTEM

KDP-KSC-P-2393
REV: D

Objectives:

- To collect and make available knowledge or understanding gained from significant positive (e.g., successful mission objectives) or negative (e.g., mishap or failure) experiences of programs, projects, and any other developmental activities.
- To facilitate safety, reliability, maintainability, and quality measures into design, operations, and enabling functions of flight and ground hardware/software, systems, facilities, and procedures.
- To meet agency policies:
[NPD 8700.1](#), NASA Policy for Safety and Mission Success
[NPR 8621.1](#), NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
[NPR 7120.5](#), NASA Space Flight Program and Project Management Requirements
[NPD 7120.6](#), Knowledge Policy for Program and Projects
[NPD 8715.1](#), NASA Safety and Health Programs
[KNPR 7120.5](#), Kennedy Space Center Space Flight Program And Project Management



Note 1: A lesson learned is knowledge or understanding gained by experience-either a successful mission or project, or a failure. Lessons learned are important to future programs, projects, and processes because they show insights from previous projects or processes. Project teams are to make sure lessons learned are recorded in the Agency database at the end major systems engineering processes, key decision points, and technical reviews. KSC employees can compile lessons learned to serve as historical documents, requirements' rationales, and other supporting data analysis. Monthly lessons learned briefings or some periodic sharing forums facilitate incorporating lessons into practice. If the driving event has not been determined, then this event is not considered a Lesson Learned yet. However, it can be listed in the database NASA Mishap Information System (NMIS). See [KSC-PLN-2807](#), [NPR 8621.1](#), and SATERN Course [SMA-QE-WBT-215](#).

Note 2: The event description should be written before proceeding to the submission form to ensure a well written and coherent submission. You may consult the Lessons Learned Committee. Go to <https://nen.nasa.gov> for assistance. The following are typically lesson learned contributors; System Engineers, Project Managers, Facility Design Engineers, Design Engineers, Operations Personnel, Safety Personnel, Center Maintenance Management Personnel, Auditors, Risk Assessors, and Contractors.

Note 3: Existing PowerPoint files, reports, video, or pictures may be attached to the lesson entry. A list of related topics associated with the lesson should be included in the lesson entry. Investigation reports, standards, procedures or any other documentation may be referenced in the entry.

Note 4: Utilization of Lessons Learned - Search the NASA Lessons Learned Information System (LLIS) database using keywords of interest to the new program or project. Compile lessons by topic and/or discipline. Review and select knowledge gained from particular lessons learned. Determine how lessons from previous tasks impact risks to current projects and implement those lessons learned that improve design and/or performance.

Note 5: The lessons learned committee uses the information below when reviewing a lesson learned entry submission.

	Poor	Better
Readability	Acronyms and jargon.	Generic terms and specific details.
Background/ Context Information	System, program is not identified or vague.	Includes -What, Where, How. Includes reference documents.
Recommendation	Blaming people, finger pointing.	Policy or process change. What to be mindful of in the future, for repeating positive or avoiding negative outcomes.

I. Abstract:

- Does the abstract briefly and effectively describe the entire lesson?

Comments: _____

II. Driving Event:

- Does the driving event include what happened and a thorough description of the event?
- Does the driving event describe who was involved and describe their position or level of importance involving the event?
- Does the driving event explain why the event is important and highlight the key points of what makes the event important?
- Does the driving event describe where and when the event took place if necessary?

Comments: _____

III. Lesson(s) Learned:

- Does this section highlight what was learned in the driving event, and does it relate to what was briefly stated in the abstract?

Comments: _____

IV. Recommendations:

- Do the recommendations make clear suggestions based on what was learned from the driving event?

Comments: _____

V. Categories

- Do the categories relate to the lesson correctly and effectively?

Comments: _____