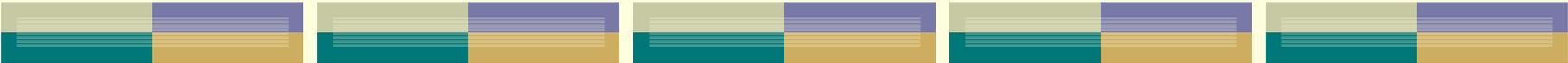


Capturing User Feedback on Lessons Learned

- Surveys
 - Evaluation Forms
 - Rating Tools
 - Electronic Suggestion Box
 - User Interviews
- 



Online LL Document Rating Form

Usefulness:

- Very Worth Reading**
- Worth Reading**
- Not Worth Reading**

Details:

- Just Enough Detail**
- Too Long**
- Too Short**

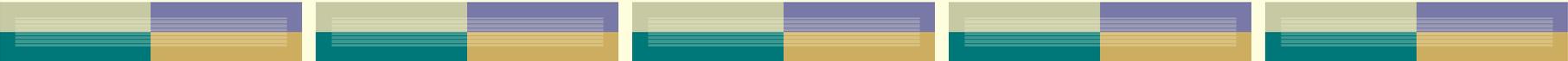
Technical:

- Just Right**
- Too Technical**
- Not Technical Enough**



The form will automatically display the document name and include a comments field.





Marketing Lessons Learned To Your Workers

If you build it they will come does not apply to lessons learned!

- **Develop “Brand” Recognition**
 - **Put a Face with the Name**
 - **Professionally Package Products**
 - **Address User Concerns Up Front**
- 