

**Dorset Portfolio
Management Office**

Celoxis

Lessons App



Lessons App in Celoxis

Contents

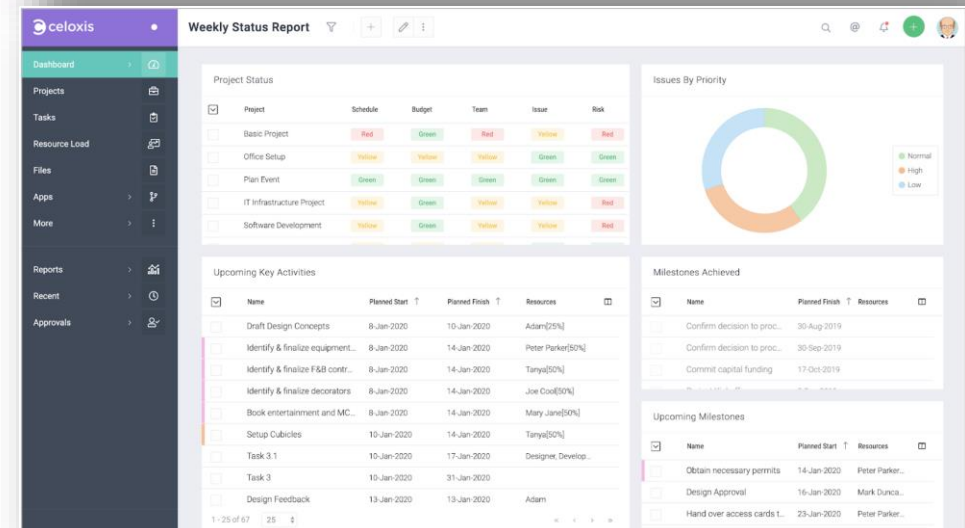
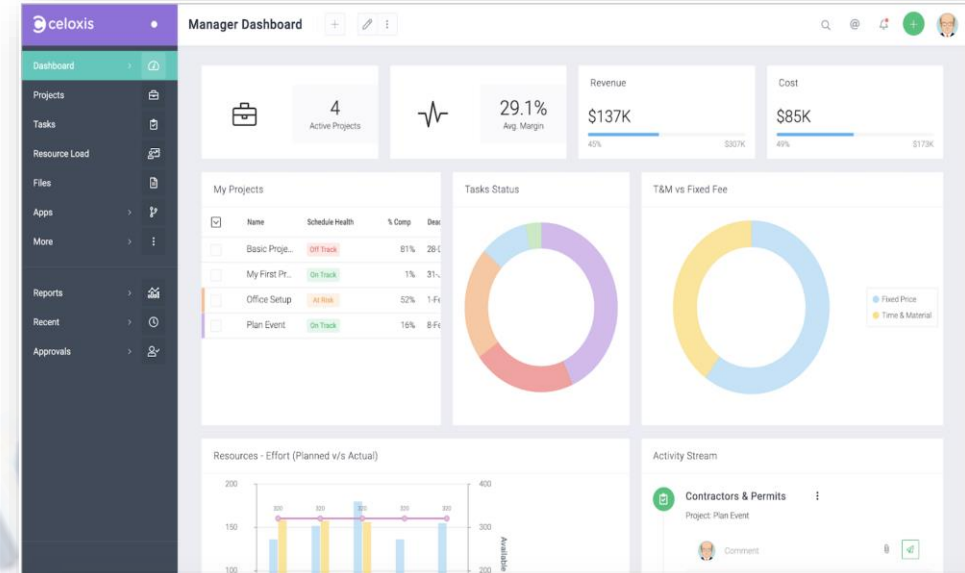
Lessons App Overview

Adding A New Lesson

Sharing Lessons Across The ICS

Click to jump to a section

Use the 'Home' button to come back here



Lessons App Overview >>>

Lessons App Overview

The screenshot displays the 'Lessons' app interface. At the top, there's a header with the title 'Lessons' and navigation icons. Below is a table listing lessons. A callout points to the table, stating: 'The table shows essential information – each item can be opened to view details'. Another callout points to the 'Lesson Name' column, stating: 'Click on the Lesson Name to open it. Here you can view and edit'. A third callout points to the detailed view of a lesson, stating: 'You can attach the lesson to a project, task, or any of the apps in Celoxis'. The detailed view shows fields for ID, Project, Assigned To, Lesson ID, Lesson theme, and a text area for the lesson content. It also includes a workflow section with 'Draft', 'Open', and 'Closed' stages, and a 'RELATED' section.

Workspace	Project	Lesson ID	Lesson theme	Name	State	Created	Assigned To	Share System-Wide
A Demo & test projects 3								
<input type="checkbox"/>				Dan and Vicki Test 1				
<input type="checkbox"/>				Vicki and Dan had a play	Closed	3 Nov 20	Daniel Murray	
<input type="checkbox"/>				KE Project test 1				
<input type="checkbox"/>		PMOtest1		A very interesting lesson	Closed	11 Feb 21	Kathryn Edwards	
<input type="checkbox"/>				Estates Test 1				

Lesson Details: A very interesting lesson

Project: KE Project test

ID: 1136692

Assigned To: Kathryn Edwards

Lesson ID: PMOtest1

Lesson theme:

What went well / wrong?
We forgot to plan properly and didn't communicate or engage at all.

What were the consequences / actions?
People weren't happy. Lots of grumbling. Project was a bit late.

What lesson will you take forward?
Lots more engagement, don't do this that and the other. Make sure you tell everyone everything.....and lots of other stuff.

Date Raised: Share System-Wide

Priority: Normal

Last Updated: 6 months ago

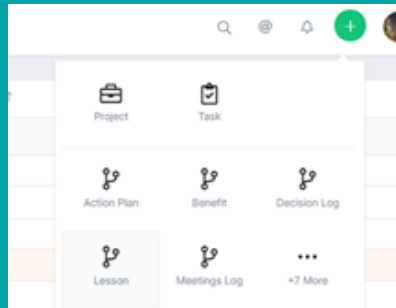
Created: Kathryn Edwards - 6 months ago

Workflow: Draft (6 months ago), Open (6 months ago), Closed (6 months ago)

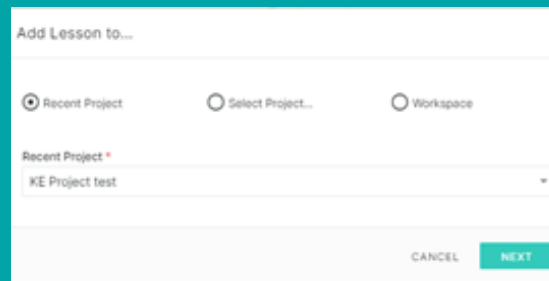
Adding A New Lesson >>>>

Adding A New Lesson

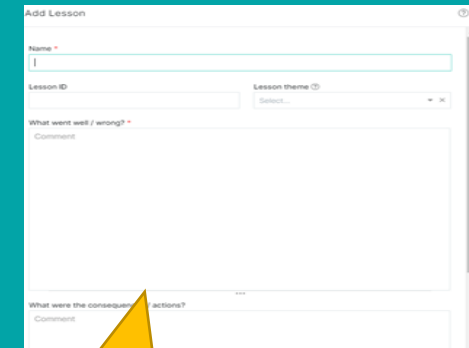
Click the green *Add* button in the top right of the screen and select *Lesson*



Add the Lesson to a project or your workspace if it is a general lesson to share

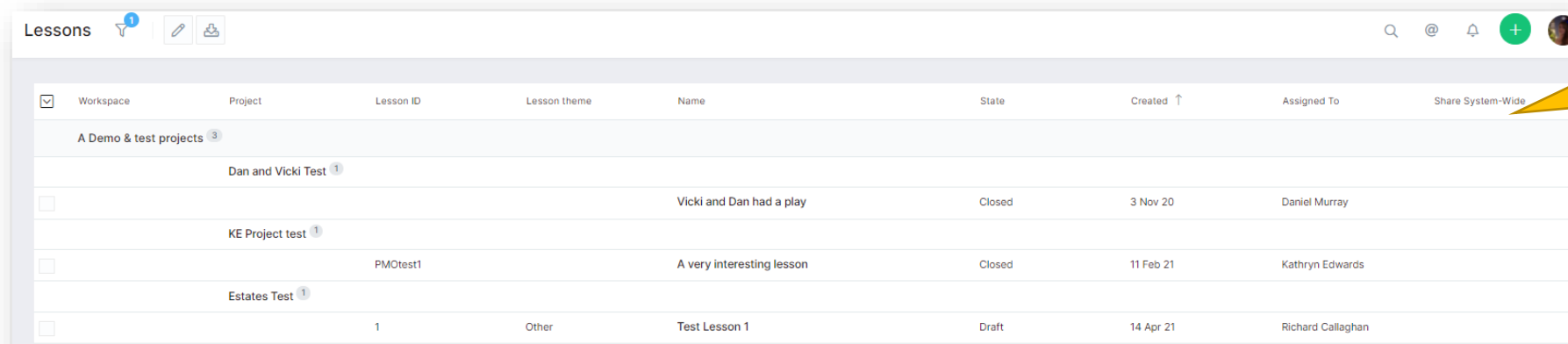


Complete the relevant sections and press *Save*



For more general information on logging lessons, view our [guide](#) (Ctrl + Click)

Sharing Lessons Across The ICS



The screenshot shows a web interface titled 'Lessons'. At the top left, there are icons for a dropdown menu, a pencil (edit), and a trash can. At the top right, there are icons for search, mentions, notifications, a plus sign, and a profile picture. Below the header is a table with the following columns: Workspace, Project, Lesson ID, Lesson theme, Name, State, Created (with an upward arrow), Assigned To, and Share System-Wide. The table contains four rows of lesson data, each with a checkbox in the 'Share System-Wide' column.

Workspace	Project	Lesson ID	Lesson theme	Name	State	Created ↑	Assigned To	Share System-Wide
A Demo & test projects 3								
<input type="checkbox"/>				Dan and Vicki Test 1				
<input type="checkbox"/>				Vicki and Dan had a play	Closed	3 Nov 20	Daniel Murray	
<input type="checkbox"/>				KE Project test 1				
<input type="checkbox"/>		PMOtest1		A very interesting lesson	Closed	11 Feb 21	Kathryn Edwards	
<input type="checkbox"/>				Estates Test 1				
<input type="checkbox"/>		1	Other	Test Lesson 1	Draft	14 Apr 21	Richard Callaghan	

We have added a new *Share System-wide* flag so that you can select items to be shared across the ICS

this that and the other. Make sure you tell everyone everything.....and lots of other stuff.

We will then run a monthly report and share it in the Good CoP Teams channel so that best practice and lessons can be shared whether you are a Celoxis user or not.

You can change this in the table, or within each lesson.

Share System-Wide

Last Updated
6 months ago