

# Project Lessons Learned

Department: \_\_\_\_\_ Document Owner: \_\_\_\_\_

Focus Area: \_\_\_\_\_ Project or Organization Role: \_\_\_\_\_

Product or Process: \_\_\_\_\_

Version: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Change Description: \_\_\_\_\_

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## Lessons Learned Template Purpose and Objectives:

Lessons are learned throughout each project life cycle and opportunities for improvement are discovered by completing this template. As part of a continuous improvement process, documenting lessons learned will help the project team discover the root cause of problems that occurred and avoid the same problems in future project stages or future new projects. The data that was used for this report was gathered by using Project Lessons Learned Record Sheets and they are summarized in the table below.

The objective of this report is to gather all relevant information for better planning of future projects along with later project stages and preventing or minimizing risks for future projects.

## Lessons Learned Questions:

What worked well or did not work well for the project or the project team?

What needs to be done over or completed differently?

What surprises did the project team have to confront?

What project circumstances did the team not foresee?

Were the project goals completed? If they were not, what changes need to be made to meet the goals in the future?

Project Highlights:

Top three Project Success Stories:

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Other notable Project Successes:

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Project Shortfalls and Solutions:

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Approvals:

Prepared By: \_\_\_\_\_  
Project Manager

Approved By: \_\_\_\_\_  
Project Sponsor

\_\_\_\_\_  
Executive Sponsor