LeSsons learned

*<PROJECT NAME >*

Version *<1.0>*

*<mm/dd/yyyy>*

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| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Description of Change** |
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# **INTRODUCTION**

The purpose of this template is to help the project team share knowledge gained from experience so that the entire organization may benefit. A successful Lessons-Learned program will help project teams:

1. Repeat desirable outcomes
2. Avoid undesirable outcomes.

Topics to consider include the following (this is meant to be a guiding list to initiate topics of discussion and should not be considered to be an exhaustive list).

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| --- | --- | --- | --- |
| **Project Management** | **Technical Management** | **Human Factors** | **Overall** |
| 1. Project Planning | 1. Requirements | 1. Communication | 1. Customer Satisfaction |
| 1. Resource Management | 1. Specification | 1. Team Experience | 1. Technical Success |
| 1. Risk Management | 1. Test Plan | 1. Interaction with Sponsor | 1. Quality product |
| 1. Change Control | 1. Construction | 1. Interaction with Customer | 1. Product Accepted |
| 1. Procurement | 1. Testing | 1. Interaction with Management | 1. On Time |
| 1. Budget Management | 1. Rollout | 1. Management support | 1. Within Budget |
| 1. Quality Control | 1. Training | 1. Quality of meetings | 1. Met Project Objectives |
| 1. Status Reports | 1. Documentation | 1. Vendor interaction | 1. Met Business Objectives |
| 1. Vendor Selection | 1. Vendor Management |  |  |

# **GUIDELINE**



During the discussions:

1. Be positive
2. Do not place blame!
3. Focus on successes as well as failures
4. Indicate which strategies contributed to success
5. Indicate which improvement strategies would have the greatest impact

The Project Manager / Lead to facilitate and guide the discussions and all team members and stakeholders should contribute and provide inputs

# **LESSONS LEARNED**

| **Strategies and Processes that led to Success** | |
| --- | --- |
| Discuss what strategies contributed to success. Enter your conclusions in the table below (insert rows as needed): | |
| *Description* | *Recommendation* |
|  |  |
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| **Areas of Potential Improvement** | |
| --- | --- |
| Discuss areas of potential improvement. Enter your conclusions in the table below (insert rows as needed): | |
| *Description* | *Recommendation* |
|  |  |
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