Lessons Learned

[Project Number, Project Name]

Sponsor:

Project Manager:

Project Team Members:

Date:

*The purpose of this document is to capture lessons learned throughout a project in a formal document for use by other project managers and teams on similar future projects. This document may be used as part of new project planning for similar projects in order to understand what problems occurred, how they were handled, and how they can be avoided. Also included in this document are details around what went well over the course of a project and why, so other project managers can capitalize on and learn from those actions, as well. Project managers may also use this document to identify project team members in order to solicit feedback when planning future projects. This document should be formally communicated to the organization, and become part of the organizational assets and archives.*

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| --- | --- | --- | --- |
| Category | Problem/Success | Impact | Recommendations/  Changes Made |
| Overall Project Success |  |  |  |
| Project Management |  |  |  |
| Scope Management |  |  |  |
| Time Management/Schedule |  |  |  |
| Cost Management/Budget |  |  |  |
| Quality Management |  |  |  |
| HR Management/ Staffing/Stakeholder Management |  |  |  |
| Communication Management/ Meetings/Reports |  |  |  |
| Risk Management |  |  |  |
| Procurement/Vendor Management |  |  |  |
| Tools/Systems |  |  |  |
| Documentation |  |  |  |
| Other |  |  |  |

Additional Comments: