

Lessons Learned

Project Name:

Project Manager:

Project Sponsor:

Prepared by:

Date prepared:

Project Objective:

Instructions: to capture lessons learned for continual improvement over the life of the project. Can also be referenced in the future when planning similar projects. The form can be used at the end of project phases beginning at the end of Initiate through Closure

- 1. What went well?** *For example, key leaders supported this project and were involved in decision-making when necessary. The entire team was committed to the project and worked well together.*

- 2. What issues did the project team encounter?**

- 3. What should we continue to do which helped this project be successful?** *For example, we created a central site for team communication and document storage. Ongoing team meetings to ensure everyone understood the objectives and deliverables for the project*

- 4. What could we improve?** *For example, based on our experiences during this project, what opportunities for improvement are there that we can apply to future projects? What did we learn?*

5. **What were barriers to the success of this project, if any?** *For example, lack of processes or procedures may create a barrier, or required regulatory agency approvals.*