

# Lessons Learned Report Template

PROJECT TITLE

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MODERATOR

DATE PREPARED

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## PROJECT OVERVIEW

What were the original goals and objectives of the project?
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What was the original criteria for project success?
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Was the project completed according to the original expectation?
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Additional Comments
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PROJECT HIGHLIGHTS

What were the major accomplishments?
What methods worked well?
What was found to be particularly useful to accomplish the project?
Additional Comments

PROJECT CHALLENGES

What elements of the project went wrong?
What specific processes need improvement?
How can these processes be improved in the future?
What were the key problems areas (i.e., budgeting, scheduling, etc.)?
List any technical challenges.
Additional Comments

POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.
What actions still need to be completed, and who is responsible for completing them?
List any additional outstanding project items.
Additional Comments

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		



PROJECT CLOSE ACCEPTANCE

PROJECT MANAGER NAME	PROJECT MANAGER SIGNATURE	DATE

SPONSOR NAME	SPONSOR SIGNATURE	DATE

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