**[](https://www.smartsheet.com/try-it?trp=12367&utm_source=template-word&utm_medium=content&utm_campaign=Lessons+learned+report-word-12367&lpa=Lessons+learned+report+word+12367)Lessons Learned Report Template**

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| **PROJECT TITLE** | | | |
|  | | | |
| **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? |
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| What methods worked well? |
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| What was found to be particularly useful to accomplish the project? |
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| Additional Comments |
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| PROJECT CHALLENGES |
| What elements of the project went wrong? |
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| What specific processes need improvement? |
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| How can these processes be improved in the future? |
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| What were the key problems areas (i.e., budgeting, scheduling, etc.)? |
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| List any technical challenges. |
|  |
| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
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| What actions still need to be completed, and who is responsible for completing them? |
|  |
| List any additional outstanding project items. |
|  |
| Additional Comments |
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| PLANNING PHASE | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project Plans and Scheduling were well documented, with adequate structure and detail. |  |  |
| Project Schedule contained all elements of the project. |  |  |
| Tasks were clearly defined. |  |  |
| Stakeholders had adequate input in the planning process. |  |  |
| Requirements were gathered and clearly documented. |  |  |
| Criteria were clear for all phases of the project. |  |  |
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| Additional Comments | | |
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| EXECUTION | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project reached its original goals. |  |  |
| Unexpected changes that occurred were of manageable frequency and intensity. |  |  |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed. |  |  |
| Fundamental project management processes (i.e., risk and issue management) were efficient. |  |  |
| Project progress was tracked and reported in an accurate, organized manner. |  |  |
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| Additional Comments | | |
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| HUMAN FACTORS | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project Manager reported to the appropriate parties. |  |  |
| Project Management was effective. |  |  |
| Project Team was organized and adequately staffed. |  |  |
| Project Manager and team received proper training. |  |  |
| There was efficient communication among project team members. |  |  |
| Functional areas collaborated effectively. |  |  |
| Conflicting goals did not cause interdepartmental problems. |  |  |
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| Additional Comments | | |
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| OVERALL | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Original cost and schedule projections were accurate. |  |  |
| Deliverables were presented on time within amended schedule. |  |  |
| Project was concluded within the amended budget. |  |  |
| Change Control was constructive. |  |  |
| External dependencies were known and handled effectively. |  |  |
| Needs of the customer were met. |  |  |
| Objectives of the project were met. |  |  |
| Objectives of the business were met. |  |  |
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| Additional Comments | | |
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| PROJECT CLOSE ACCEPTANCE | | | | |
|  | |  |  | |
| **PROJECT MANAGER NAME** | **PROJECT MANAGER SIGNATURE** | | | **DATE** |
|  |  | | |  |
|  |  | | |  |
| **SPONSOR NAME** | **SPONSOR SIGNATURE** | | | **DATE** |
|  |  | | |  |

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