**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. |
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| 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? |
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| List any additional outstanding project items. |
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| 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 |
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| **PROJECT MANAGER NAME** | **PROJECT MANAGER SIGNATURE** | **DATE** |
|   |  |  |
|  |  |  |
| **SPONSOR NAME** | **SPONSOR SIGNATURE** | **DATE** |
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