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LESSONS LEARNED REPORT

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Insert Project Name

Lessons Learned Report

Date: 22 March 20xx

Document Ref:

Version No:

Insert Project Name

Lessons Learned Report

Date: 22 March 20xx

1 Lessons Learned Report History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:

Date of Next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked
	First Issue		

1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Insert Project Name

Lessons Learned Report

Date: 22 March 20xx

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Lessons Learned Log

3 Purpose

[The purpose of the Lessons Learned Report is to pass on any lessons that can be usefully applied to other projects.]

The data in the report should be used by a corporate group, such as quality assurance, who are responsible for the quality management system, in order to refine, change and improve the standards. Statistics on how much effort was needed for products can help improve future estimating]

4 Management/Quality Process Assessment

[What management and quality processes:

- went well
- went badly
- were lacking]

5 Deviations

[A description of any abnormal events causing deviations]

6 Method/Tool Performance

[An assessment of technical methods and tools used]

7 Project Issues

[An analysis of Project Issues and their results]

8 Recommendations

[Recommendations for future enhancement or modification of the project management method]

9 Measurements of Effort

[Useful measurements on how much effort was required to create the various products]

10 Statistics

[Statistics on how effective quality reviews and other tests were in error trapping (e.g. how many errors were found after products had passed a quality review or test)]

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

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