

[Your company name]

Lessons Learned Report

Project Number:	
Project Name:	
Stage Number:	
Stage Name:	
Approved Date:	
Author:	
Version:	

LESSONS LEARNED REPORT

TEMPLATE

Lessons Learned Report for
[enter project title here]

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Revision History

Version	Revision Date	Summary of Changes	Prepared By	Approved By
Vo.1		First Issue		

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[enter project title here]

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Executive Summary

Specify the scope of the report (e.g. stage or project).

Project Review

Review of what went well, what went badly including any recommendations for consideration. This may include:

- Project management method
- Project strategies
- Quality management
- Communications management
- Project controls
- Abnormal events.

Measurements Review

Review of useful measurements such as:

- Effort required to create the deliverables
- Statistics on issues and risks
- How effective was the quality management strategy in designing, developing and delivering fit-for-purpose products (e.g. how many errors were found after deliverables had passed quality checks).

Significant Lessons

Provide a summary of any significant lessons.

Description	Effect ¹	Causes/ Triggers	Early Warnings? ²	Identified as a Risk? ³	Recommendation

¹ E.g. caused a positive/negative financial impact

² Were there any early warning indicators?

³ Was the triggered event previously identified as a risk (threat or opportunity)?

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