

Project Lessons Learned for

State of <Name>

Department of <Department name>

LOGO HERE

<PROJECT NAME>

**<PROJECT NAME>
Project Lessons Learned**

A. General Information

Project ID/Acronym:		Date:	
Controlling Agency:		Modification Date:	
Prepared by:		Authorized by:	

1. Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved with this system/project or who will become involved during its lifecycle.

2. Revision History

Revision Date	Author	Section(s)	Summary

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B. Purpose

The purpose of the Lessons Learned document is to help the project team share knowledge gained from experiences that may benefit the entire organization in their future project work. This knowledge includes both positive and negative findings, and identifies practices the organization wants to repeat as well as avoid in the future.

The Lessons Learned session can be performed at the end of the project, at the end of major milestones/project stages or as a retrospective at the end of each sprint in the Agile world.

C. Meeting Guide

Continually recording Lessons Learned throughout the project is an effective way to ensure that they are accurately recorded. Topics to consider for discussion include:

Project Management		Technical Management		Human Factors		Overall
Project Planning		Requirements		Communication		Customer Satisfaction
Resource Management		Specifications		Team Experience		Technical Success
Risk Management		Test Plan		Interaction with Sponsor		Quality Product
Change Control		Construction		Interaction with Customer		Product Accepted
Procurement		Testing		Interaction with Management		On Time
Budget Management		Rollout		Management Support		Within Budget
Quality Control		Training		Quality of meetings		Met Project Objectives
Status Reports		Documentation		Vendor Interaction		Met Business Objectives
Vendor Selection		Vendor Management				

D. Lessons Learned Journal

It is a best practice to document lessons learned throughout the course of a project. One way to do this is to use a project journal at each project team meeting.

Project Journal	
During each project team meeting discuss what strategies contributed to success as well as areas of potential improvement. Enter your conclusions in the table below (insert rows as needed):	
Strategies and processes that led to success	
<i>Date</i>	<i>Description</i>
Areas of potential improvement	
<i>Date</i>	<i>Description</i>

E. Project Close-Out Discussion Summary

At the end of the project, gather all stakeholders for a lessons-learned meeting. As a group, review the project's Lessons Learned journal if available. Discuss the following questions and summarize the group's responses.

1. What areas does the team agree are the biggest successes on this project?
2. What were things that we did very well and want to do the same again on the next project?
3. What were things that we did well, but could improve, and how?
4. What were things that we need to improve?
5. What were the challenges that we encountered during the execution of the project that we would not want to repeat?
6. What areas were overlooked on this project?

F. Approval Information

By signing this document you agree to this as the project lessons learned.

Approval Signatures

Role	Name/Title	Signature	Date
DTMB Project Sponsor			
Agency Project Sponsor			
Project Manager			

State of <State Name>
Project Lessons Learned Instructions

The project manager and sponsors may opt to customize a cover sheet for all project documents. A sample customized cover sheet is provided on this document. Customized coversheets are available on the EPMO SharePoint site, or you may create your own. Customized cover sheets are optional.

A. General Information

Complete the table.

1. Privacy Information

Standard language has been provided. The project manager may modify the language, if desired.

2. Revision History

This information is used to control and track changes made to this project document throughout its lifecycle.

B. Purpose

Standard language has been provided. The project manager may modify the language, if desired.

C. Meeting Guide

Standard language has been provided. The project manager may modify the language, if desired.

D. Lessons Learned Journal

Enter data collected during regular team meetings.

E. Project Close-Out Discussion Summary

Enter data collected during the final stakeholder discussion of lessons learned.

F. Approval Information

At a minimum, the DTMB project sponsor, agency project sponsor and project manager must sign this project lessons learned document. Obtain signatures.

NOTES:

1. **Delete instruction pages when no longer needed.**
2. **To print, select only those page numbers in body of form (i.e., content is in black font).**

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