

[Project name] Lessons Learned Report

PROJECT DETAILS

Project/Programme Name	
Project Sponsor	
Project/Programme Manager	
Start Date	
Completion Date	

DOCUMENT DETAILS

Version	Status (Draft or Approved)	Date	Author/Editor	Details of Change

OVERVIEW

The objectives of this review are:

1. To highlight any learning that will be of benefit to future projects.
2. To describe how the project met its objectives and identify any factors that helped contribute to its success.
3. To describe any problems encountered and show how these were overcome, or identify how they might be overcome in future projects.

CONTENTS

1. Current Status of Project	1
2. Assessment of Benefits	1
3. Assessment of Project Management	2
4. Organisational Intelligence	2

1. CURRENT STATUS OF PROJECT

This section should give a brief overview of what the project aimed to achieve and the extent to which this has been done. It should also highlight anything that remains incomplete.

2. ASSESSMENT OF BENEFITS

The expected benefits should be listed and a report made on the extent to which they have been delivered and what lessons can be drawn from them.

Benefit	Has it been achieved?	What lessons can we learn?

3. ASSESSMENT OF PROJECT MANAGEMENT

This section should highlight any project management related issues and what lessons can be drawn from them. It may be helpful to group these under the following headings (but you only need to use those that are appropriate and you can add others as required):

- Timescale
- Budget
- Resources
- Project/Programme Board
- Stakeholders
- Communications
- Risk Management
- Change Management (e.g. scope)

For each sub heading (as appropriate) include a brief description of the issue concerned and describe the lessons that can be learned from this.

An updated Plan setting out the costs, timescales, resources etc. so that sufficient information is available to the Board members to approve the next Stage.

4. ORGANISATIONAL INTELLIGENCE

Here you should draw out from the above, a summary of lessons that have general applicability for the organisation. These should include recommendations for future projects, e.g. pointing out pitfalls to avoid.

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