

Insert Logo Here

Lessons Learned Report

Project Information	
Project ID:	
Project Name:	
Department/Focus Area:	
Product / Process / Service:	

Version Control				
Version	Date	Author	Role	Description

1 INTRODUCTION

The purpose of the lessons learned document for the <Enter Project Name> Project is to capture the project's lessons learned in a formal document for use by other project managers on similar future projects. This document may be used as part of new project planning for similar projects to determine what problems occurred and how those problems were handled and may be avoided in the future. Additionally, this document details what went well with the project and why, so that other project managers may capitalize on these actions. Project managers may also use this document to determine who the project team members were to solicit feedback for planning their projects in the future. This document will be formally communicated with the Sponsor and DO-IT Management and will become a part of the project management organizational assets and archives.

2 LESSONS LEARNED FROM THIS PROJECT

The following chart lists the lessons learned for the <Enter Project Name> Project. These lessons are categorized by project knowledge area and descriptions, impacts, and recommendations are provided for consideration on similar future new IT projects. It is important to note that not only failures or shortcomings are included but successes as well.

Lesson Name	Describe the Lesson Learned	Impact Level	Recommendation
		Choose an item.	

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3 LESSONS LEARNED KNOWLEDGE BASE

The lessons learned for the <Enter Project Name> Project will be entered in the Lessons Learned Registry located at <enter the knowledgebase where this information will be stored and the link to it> and maintained by <enter the person responsible for the registry oversight>. This information will be cataloged in the Lessons Learned Registry for action plan management and future reference. This information will be valuable for any project manager assigned to a similar project in the future.

4 ACTION PLAN

It is important that once lessons learned are collected and documented that the stakeholders and DO-IT agree and implement any process improvements identified. This section documents the action plan to resolve the problem or repeat the activities that were done right.

Lesson Name	Action Plan	Person Responsible	Due Date

5 ACKNOWLEDGEMENTS

List the attendees of the project close meeting and their role in the project. Attendees should include: Sponsor, those who were the core project team and anyone where accountability or responsibility for action items, tasks and plans will be transitioned.

FULL NAME/TITLE	PROJECT ROLE	DATE

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