

[Program Name]

Program Lessons Learned

Department:

Document Owner:

Focus Area:

Program or Organization Role:

Product or Process:

Version	Date	Author	Change Description

Lessons learned purpose and objectives

Throughout each program life cycle, lessons are learned and opportunities for improvement are discovered. As part of a continuous improvement process, documenting lessons learned helps the program team discover the root causes of problems that occurred and avoid those problems in later program stages or future programs. Data for this report was gathered by using Program Lessons Learned Record sheets and is summarized in the table.

The objective of this report is gathering all relevant information for better planning of later program stages and future programs, improving implementation of new programs, and preventing or minimizing risks for future programs.

Lessons learned questions

- What worked well—or didn't work well—either for this program or for the program team?
- What needs to be done over or differently?
- What surprises did the team have to deal with?
- What program circumstances were not anticipated?
- Were the program goals attained? If not, what changes need to be made to meet goals in the future?

[Program Name]

Program Highlights

Top 3 Significant Program Successes

Program Success	Factors That Supported Success

Other Notable Program Successes

Program Success	Factors That Supported Success

Program Shortcomings and Solutions

Program Shortcoming	Recommended Solutions

Recommendations:

Prepared by: _____
Program Manager

Approved by: _____
Programme Manager

Executive Sponsor

Representative of the beneficiaries

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