

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

PLEASE NAVIGATE TO **FILE** THEN CLICK ON **MAKE A COPY** (SEE ATTACHED IMAGE BELOW)

The screenshot shows a Google Sheet titled "Google Sheet RACI Template 01/27 - RACI Chart (Roles and Responsibilities Matrix)". The "File" menu is open, and the "Make a copy" option is highlighted. The background shows a RACI chart template with a table structure. The table has columns labeled "Function A", "Function B", "Function C", and "Function D". The "Name / Description" field contains the text "Describe the process that this RACI addresses". The "Created On" field is labeled "Date" and the "Revision" field is labeled "Date last revised". The "Created by" field contains the text "Note all team members/functions who developed and agreed to this RACI".

	Function A	Function B	Function C	Function D

How to Use Our Lessons Learned Template

The lessons learned template is a tool to note what worked and what didn't in your project to repeat the positive and avoid the negative.

Today's Date: Enter today's date

Project Name: Give your project a name, so it can be quickly identified

Project Manager: Enter the name of the person overseeing the project. This could be a proper project manager

Notes: This field is for you to add any relevant information you'd like. Ideas: client name, stakeholders, project

WIN or ISSUE: Choose either WIN or ISSUE to classify the lesson. A win is something positive that happened,

Describe What Happened: Use this field to give a detailed description of the lesson you learned

What Was the Impact?: Here, you'll describe the positive or negative result, and the impact there may have

How Does This Change Future Projects?: In this field, record your thoughts on how this lesson might impact

Action Items: Add the actionable steps that will be taken to address your win or issue. Every row should have an