*[Programme/ Project Name]*

**Lessons Learned Report**

[Month YYYY]

Contents

[Purpose 2](#_Toc517865834)

[Summary 3](#_Toc517865835)

[Lessons Learned 4](#_Toc517865836)

[High Level Summary 4](#_Toc517865837)

[Detailed Summary 4](#_Toc517865838)

[Sharing Lessons Learned 6](#_Toc517865839)

# Purpose

The Lessons Learned report is created for the purpose of recording and sharing lessons learned to:

* Avoiding making the same mistakes.
* Improving on current delivery standards by adopting proven good practice.
* Responding to changes in the Project Management environment including new priorities, initiatives and strategies.
* Contributing to organisational growth and maturity by effecting long term improvements in the way an organisation embeds and shares Project Management best practice.

# Summary

*[Give a brief description of the project.*

*Describe the approach the project has taken to capturing lessons learned throughout its lifecycle:*

* *What project role was responsible for capturing Lessons Learned?*
* *How frequently and at what delivery stage(s) were lessons learned captured?*
* *Did the project hold Lessons Learned workshop(s)? How successful were these?*
* *Did you use any historic lessons learned for this project? If yes please state which]*

Start text here.

# Lessons Learned

## High Level Summary

*[Give a brief description of the:*

* *Major lessons that had a major impact on the programme/project.*
* *Things that went well and / or areas of best practice identified]*

Start text here.

## Detailed Summary

*[Use the topics listed below as guidelines for the themes that should be outlined in your report. This list is not exhaustive and there may be some items that do not apply to your project]*

| Project management | Technical management | Human Factors | Overall |
| --- | --- | --- | --- |
| Planning | Requirements specification | Communication | Tools performance |
| Resource management | Test plan | Team experience | Team performance |
| Risk management | Testing rollout | Interaction with sponsor | Schedule performance |
| Change control | Training documentation | Interaction with customer | Cost performance |
| Procurement | Specification test plan | Interaction with management | Quality performance |
| Budget management | Construction testing | Quality of meetings |  |
| Quality control | Rollout training |  |  |
| Status report | Documentation |  |  |

*[In this section, set out the lessons you learned during your project/programme. Ensure you highlight the area, set out the context, and the lesson learned from the event]*

Start text here.

Detailed Lessons Learned

| Topic | Context | Lesson |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Source: source of data.

Start text here.

# Sharing Lessons Learned

*[ information on Lessons Learned can be found on Horizon* [*https://horizon.fcos.gsi.gov.uk/section/work-tools-and-guides/topic/manage-information-and-personal-data/knowledge-sharing-and-collaborative-working-tools/lessons-learnt*](https://horizon.fcos.gsi.gov.uk/section/work-tools-and-guides/topic/manage-information-and-personal-data/knowledge-sharing-and-collaborative-working-tools/lessons-learnt)

*A* [*lessons learned repository*](file://poise.homeoffice.local/data/ATL/domgroup/_CFP/6-Res%20&%20Perf/07-Corp%20Governance/006-Lessons%20Learned/002-Summaries/01-Docs)*is available to help you learn from the experiences of your colleagues (good and bad), to avoid repeating common mistakes, and to replicate good practice.  Please see above link for further information if you cannot access the repository.*

*In this section confirm if you have shared the project’s lessons learned by ensuring they have been captured in the lessons learned repository]*

Start text here.

Below this text is a section break. Please do not delete it, as deleting section breaks will affect the headers and footers.