# LESSONS LEARNED DOCUMENT

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| **Project Name/Number:** | **Prepared by:** | **Date:** |
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| **Customer/End User Group:** | **Contact Name:** | **Project Type (S/M/L):** |
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| **Business Unit:** | **Project Manager:** | **Project Sponsor:** |
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Summary of Lessons Learned

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| **Project Background** |
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| **Summary of Lessons Learned** |
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| **Overall Recommendations** |
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Technical Performance

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| **Other Recommendations** |
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SCHEDULE PERFORMANCE

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| **Other Recommendations** |
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cost Performance

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| **Other Recommendations** |
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risk management

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| Other Recommendations |
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Team management

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| **Other Recommendations** |
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tools performance

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| **Project Experience** |
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| **Recommended Process Improvements** |
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| **Other Recommendations** |
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