[Your company name]

Lessons Learned Report

|  |  |
| --- | --- |
| Project Number: |  |
| Project Name: |  |
| Stage Number: |  |
| Stage Name: |  |
| Approved Date: |  |
| Author: |  |
| Version: |  |

Document History

Document Location

This document is only valid from the day it was printed and approved. The electronic copy of this document is stored in *[insert location details]*

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Revision Date | Summary of Changes | Prepared By | Approved By |
| V0.1 |  | First Issue |  |  |
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Related Documents

Other internal and external documents relevant to this document:

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Executive Summary

Specify the scope of the report (e.g. stage or project).

Project Review

Review of what went well, what went badly including any recommendations for consideration. This may include:

* Project management method
* Project strategies
* Quality management
* Communications management
* Project controls
* Abnormal events.

Measurements Review

Review of useful measurements such as:

* Effort required to create the deliverables
* Statistics on issues and risks
* How effective was the quality management strategy in designing, developing and delivering fit-for-purpose products (e.g. how many errors were found after deliverables had passed quality checks).

Significant Lessons

Provide a summary of any significant lessons.

| Description | Effect[[1]](#footnote-1) | Causes/  Triggers | Early Warnings?[[2]](#footnote-2) | Identified as a Risk?[[3]](#footnote-3) | Recommendation |
| --- | --- | --- | --- | --- | --- |
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1. E.g. caused a positive/negative financial impact [↑](#footnote-ref-1)
2. Were there any early warning indicators? [↑](#footnote-ref-2)
3. Was the triggered event previously identified as a risk (threat or opportunity)? [↑](#footnote-ref-3)