

Lessons Learned Documentation

Project Name:

[Enter Project Name]

Project Manager:

[Enter Project Manager Name]

Project Start/End Dates:

[Enter Start Date] – [Enter End Date]

Date of Lesson Documentation:

[Enter Date]

1. Lesson Description

What happened?

[Describe the situation, issue, or achievement encountered]

2. Root Cause / Success Factors

[Explain the causes or factors that led to the lesson]

3. Impact / Consequences

[Describe the impact on project objectives, outcomes, timeline, etc.]

4. Recommendations / Actions

- [Recommendation or action 1 to address the lesson]
- [Recommendation or action 2]
- [Add more as needed]

5. Application to Future Projects

[Describe how this lesson can be applied in future or similar projects]

Important Notes:

- Be factual and objective; avoid assigning blame.
- Document both positive and negative experiences for balanced learning.
- Keep descriptions clear and concise for future reference.
- Revisit and update lessons learned throughout the project lifecycle.