

**Project:** \_\_\_\_\_

## **Lessons Learned**

### **Lessons learned purpose and objectives**

The purpose of this report is to document our discoveries and cycles of learning as opportunities for further improvement. This will help us work on the root causes of problems and avoid them in later stages of this project, will help with the implementation of new projects and prevent or minimize risks in future projects.

### **Lessons learned questions**

- What worked well—or didn't work well—either for this project or for the project team?
- How did we deliver our achievements?
- What needs to be done over or differently?
- What surprises did we have to deal with?
- What project circumstances were not anticipated?
- How did we recover from any relapses?
- Were the project goals attained? If not, what changes need to be made to meet goals in the future?
- What would we do differently, knowing what we know now?

# Improvement Project Highlights

## Top 3 Significant Project Successes

Project Success	Factors That Supported Success

## Other Notable Project Successes

Project Success	Factors That Supported Success

## Project Shortcomings and Solutions

Project Shortcoming	Recommended Solutions

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