Project Lessons Learned Report Template

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# Context

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This document is used to capture the lessons learned from projects, with the intent to inform future projects in a similar nature.

It requires input from other team members and leads to include all the details.

*We create and share this content to help give back to the community, and give aspiring Business Analysts the guidance we wish we had when we started out.*

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**Contributions & authored by:**

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# Document Control

## Summary of Document Changes

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reason** |
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## Quality Assurance

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| **Version** | **Date** | **Reviewer** |
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## Document Approver

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| --- | --- | --- |
| **Name** | **Date** | **Signature** |
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# Project Summary Information

|  |  |
| --- | --- |
| Project Name |  |
| Project ID |  |
| Project Description |  |
| Project Sponsor |  |
| Project Manager |  |
| Branch/Department/Business Unit |  |

# Introduction

## Purpose of the document

<The purpose of the Lessons Learned Report is to pass on any lessons that may be usefully applied to other projects at your org. This report was completed following consultation with <the Project Management team, Project Stakeholders and Vendors>.

## Intended Audience

The intended audience for this document is the *<insert team>, Project Management Office and <org>* Stakeholders.

## Report Format

For this report, lessons learned are divided into the following categories: What worked well

Could be done better General Observations

Key Recommendations/takeaway points

## Stakeholders Consulted

|  |  |
| --- | --- |
| **Role** | **Name** |
| *<Insert a row for each stakeholder consulted>* |  |
|  |  |
|  |  |
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# Summary of Key Lessons Learned

## What worked well

<Consider the following areas: Project Resourcing

Planning and Budgets

Stakeholder Management and Communication Project Governance

Financial

Vendor Management Technical Solution Testing

Change Management

The table format is useful but not mandatory, delete if you prefer to list the lessons learned in a different way>

|  |  |
| --- | --- |
| **Area** | **Things that could be done better** |
| Project Resources – the team |  |
| Project Scope |  |
| Project Planning and Budgets |  |
| Stakeholder Management and Communication |  |
| Project Governance |  |
| Market Engagement |  |
| Tools and Techniques |  |
| Technical Solution |  |

## What could be done better

<Consider the following areas: Project Resourcing Planning and Budgets

Stakeholder Management and Communication Project Governance

Financial

Vendor Management Technical Solution Testing

Change Management>

|  |  |
| --- | --- |
| **Area** | **Things that could be done better** |
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| Project Governance |  |
| Market Engagement |  |
| Tools and Techniques |  |
| Technical Solution |  |

## General Observations

<Record any General Observations relevant to the Lessons Learned or delete this sub section>

# Key Recommendations

<It can be useful to insert a table here>

# Abnormal Events

<List or delete this section if not applicable>

# Follow On Actions

|  |  |
| --- | --- |
| **Follow on Actions** | **Owner** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# References

The following documents were referenced and provide background to the project.

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| **Document Name** | **File location** |
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