

## OE PROJECT LESSONS LEARNED

[ PROJECT NAME ]

### PROJECT LESSONS LEARNED

DEPARTMENT:

DOCUMENT OWNER:

FOCUS AREA:

PROJECT OR ORGANIZATIONAL ROLE:

PRODUCT OR PROCESS:

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION

### LESSONS LEARNED PURPOSE AND OBJECTIVES

Throughout each project life cycle, lessons are learned and opportunities for improvement are discovered. As part of a continuous improvement process, documenting lessons learned helps the project team discover the root causes of problems that occurred and avoid those problems in later project stages or future projects. Data for this report was gathered by using Project Lessons Learned Record sheets and is summarized in the table.

The objective of this report is gathering all relevant information for better planning of later project stages and future projects, improving implementation of new projects, and preventing or minimizing risks for future projects.

### LESSONS LEARNED QUESTIONS

- What worked well—or didn't work well—either for this project or for the project team?
- What needs to be done over or differently?
- What surprises did the team have to deal with?
- What project circumstances were not anticipated?
- Were the project goals attained? If not, what changes need to be made to meet goals in the future?

[ PROJECT NAME ]  
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

**APPROVALS**

PREPARED BY : \_\_\_\_\_  
PROJECT MANAGER

APPROVED BY: \_\_\_\_\_  
PROJECT SPONSOR



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**EXECUTIVE SPONSER**

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**CLIENT SPONSER**