# PROJECT LESSONS-LEARNED DOCUMENT

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| **Project Name:** |  |
| **Prepared by:** |  |
| **Date (MM/DD/YYYY):** |  |

The purpose of this template is to help the project team share knowledge gained from experience so that the entire organization may benefit. A successful Lessons-Learned program will help project teams:

* Repeat desirable outcomes
* Avoid undesirable outcomes.

| 1. Project Journal | |
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| During each project team meeting discuss what strategies contributed to success as well as areas of potential improvement. Enter your conclusions in the table below (insert rows as needed): | |
| **Strategies and Processes that led to Success** | |
| *Date* | *Description* |
|  |  |
|  |  |
| **Areas of Potential Improvement** | |
| *Date* | *Description* |
|  |  |
|  |  |

| 2. Project Close-Out Discussion | |
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| At the end of your project, gather all stakeholders for a Lessons-Learned meeting: | |
| **Step 1:** As a group exercise, fill out the Lessons Learned Checklist | |
| **Step 2:** Use the questions below to summarize your Lessons-Learned discussion. Enter comments in the areas provided. (*Insert rows as needed*): | |
| **A. List this project’s biggest successes.** | |
| *Description* | *Factors that Promoted this Success* |
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|  |  |
|  |  |
|  | |
| **B. List other successes that the team would like highlighted:** | |
| *Description* | *Factors that Promoted this Success* |
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|  | |
| **C. List areas of potential improvement along with *high-impact* improvement strategies:** | |
| *Description* | *Factors that prompted this Issue* |
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| **D. Enter other comments:** | |
|  | |

| 3. Project Lessons-Learned Document / Signatures | | | |
| --- | --- | --- | --- |
| Project Manager: |  | | |
| *I have reviewed the information contained in this* Project Lessons-Learned Document *and agree:* | | | |
| *Name* | *Title* | *Signature* | *Date* ***(MM/DD/YYYY)*** |
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Lessons-Learned Document*.*