

**PROJECT NAME**

**Lessons Learned Report**

**Prepared by:** Author

**PURPOSE OF DOCUMENT**

The purpose of the Lessons Learned Report is to pass on any lessons that can be usefully applied to other projects. The data in the report should be used by a corporate group, such as quality assurance, who are responsible for the quality management system, in order to refine, change and improve the standards. Statistics on how much effort was needed for products can help improve future estimating.

**RACI**

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| Responsible | Accountable | Consult | Inform |
| Project Manager | Project Board & Project Executive |  | PMO, Business Analyst, Business Owner, Infrastructure, Applications, Service Management, Research IT, FRMs |

*Guidance Note: This should show who is responsible, accountable, consulted and informed with regard the document*

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# Management Summary

*Guidance Note: Provide a general summary of the lessons learned, drawing the reader’s attention to the main areas of interest.*

# What management, project activities and quality processes went well?

*Guidance Note: Describe the management, project, and quality processes that went well.*

# What management, project activities and quality processes went badly?

*Guidance Note: Describe the management, project, and quality processes that went badly.*

# What management, project activities and quality processes were lacking?

*Guidance Note: Describe the management, project, and quality processes that were lacking, e.g. unsuitable for the work undertaken.*

# Description of any abnormal events which caused deviations

*Guidance Note: Describe any abnormal events (e.g. events outside the control of the project) which caused deviation from the project plan.*

# Assessment of technical methods and tools used

*Guidance Note: Give an assessment of the main technical methods and tools used on the project.*

# Analysis of project Issues and their results

*Guidance Note: Provide an analysis of the project issues and how they impacted the project.*

# Recommendations for future enhancement or modification of the project management method

*Guidance Note: Provide any recommendations for enhancing or modifying the project Gateway Process.*

# Effort required to create the products

*Guidance Note: Provide any available useful measures on how much effort was required to create the various products.*

# Effectiveness of Quality Reviews and other error trapping exercise

*Guidance Note: For example, statistics on how many errors were found after products had passed a quality review or test.*

# Lessons Learned Log

*Guidance Note: This should include entries from the project Lessons Learned Log collected during the lifetime of the project and any lessons captured during the project closure.*