

[Project Name]

**Lessons Learned – Final Report**

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| **Prepared By:** | [Name(s) of Preparer(s)] |
| **Version:** | [Version Number #.#] |
| **Date:** | [Date] |
| **Project Owner:** | [Name & Title of Project Owner] [Department] |
| **Project Manager:** | [Name of Project Manager] [Department] [Contact Information] |

<This content for this document can be the result of a facilitated project team discussion or can be sent out as an “independent survey” to the project team members and key stakeholders and subsequently consolidated into one report.>

**Executive Summary**

**High Level Project Overview**

(Include the start & end dates, the project objective, scope from the Charter)

**Top Three Lessons Learned with Recommendations for Future Projects**

**Project Lessons Learned**

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| **What events helped contribute to the success of the project?** |
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| **What events detracted from the project and should be avoided or addressed early if a similar project were to be undertaken?** |
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| **Was the communication between the team members and between the key stakeholders clear and timely? If not please elaborate.** |
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| **How can future planning and organization be improved to better meet project timelines and objectives?** |
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| **What are the three most important lessons we learned on this project that we can pass on to future project teams?** |
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| **Additional Thoughts:** |
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