Lessons Learned

The purpose of this report is to capture insights gained on a project. This report should be used and filled out throughout the project. Feedback from all stakeholder groups should be solicited at the end of the project for inclusion in the Lessons Learned.

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| --- | --- | --- | --- |
| **Project Name** |  | | |
| **[Project ID](#ProjectID" \o "issued by PMO)** |  | | |
| [**Project Sponsor**](#ProjectSponsor) | [Title], [Department], [Name] | | |
| **[Project Owner](#ProjectOwner" \o "An individual who ensures that the project goals are aligned with the organization’s strategy, gathers support from senior leaders, and helps to resolve conflicts and remove obstacles that may occur throughout the project. They are accountable to Sponsor.)** | [Title], [Department], [Name] | | |
| [**Project Manager**](#ProjectManager) | [Title], [Department], [Name] | | |
| [**Project Team**](#ProjectTeam) | [Title], [Department], [Name]  [Title], [Department], [Name]  [Title], [Department], [Name] | | |
| **Project Start Date** |  | **Completion Date** |  |

# [Project Outcomes or Deliverables](#Deliverables)

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# Lessons Learned

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| --- | --- | --- |
| **What went well?** | | |
|  | | |
|
| **What could be improved?** *Insert rows as necessary.* | | |
| ***Problem*** | ***Impact*** | ***Solution / Recommendation*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **What should we continue to do on our next projects to be successful?** | | |
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