|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | [ ] Mini [ ]  Standard [ ]  Complex |

|  |  |
| --- | --- |
| Introduction | Lessons Learned is the document of record for improvement feedback in the project management process; it should address all areas of possible improvement. |

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| lessons learned: PHASE ONE CLOSE-OUT |
| **PROJECT BACKGROUND** |  |
| **SUMMARY OF LESSONS LEARNED** |  |
| WHAT WENT WELL |
|  |
|  |
|  |
| process OR AREA needing improvement | suggested ACTION |
| INITIATING |  |
| PLANNING |  |
| EXECUTING |  |
| CONTROLLING |  |
| CLOSING |  |
| TOOLS |  |
| TEAM | 1. .
 |
| SCHEDULE |  |
| BUDGET |  |
| additional comments |
|  |