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# Lesson learned template project management

## Project Scope Format

**Project Scope Format**

**Project Name:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Project Objectives:**

1. Project Purpose Statement
2. Objectives
3. Deliverables

**Project Description:**

**Project Justification:**

**Project Risks:**

**Project Assumptions:**

**Project Constraints:**

**Project Dependencies:**

**Project Resources:**

**Project Stakeholders:**

**Project Approval:**

**Office of Information Technology**

**Project Lessons-Learned Document Template**  
Rev. 1.1, 2/10/2005

**PROJECT LESSONS-LEARNED DOCUMENT**

**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.

**A. Your project team should begin to use this document at its first project meeting.** Continually recording Lessons Learned throughout the project is the best way to ensure that they are accurately recorded. Topics to consider include all of the following (feel free to change the list). The **Lessons Learned Checklist** is also available as a guide to discussion.

Project Management	Technical Management	Human Factors	Overall
• Project Planning	• Requirements	• Communication	• Customer Satisfaction
• Resource Management	• Specification	• Team Experience	• Technical Success
• Risk Management	• Test Plan	• Interaction with Sponsor	• Quality Product
• Change Control	• Construction	• Interaction with Customer	• Product Accepted
• Procurement	• Testing	• Interaction with Management	• On Time
• Budget Management	• Rollout	• Management support	• Within Budget
• Quality Control	• Training	• Quality of meetings	• Met Project Objectives
• Status Reports	• Documentation	• Vendor interaction	• Met Business Objectives
• Vendor Selection	• Vendor Management		

**B. At the end of your project, use this document to summarize your experience.**

During your discussions:

- Be positive.
- Do not place blame!
- Focus on successes as well as failures.
- Indicate which strategies contributed to success.
- Indicate which improvement strategies would have the greatest impact.

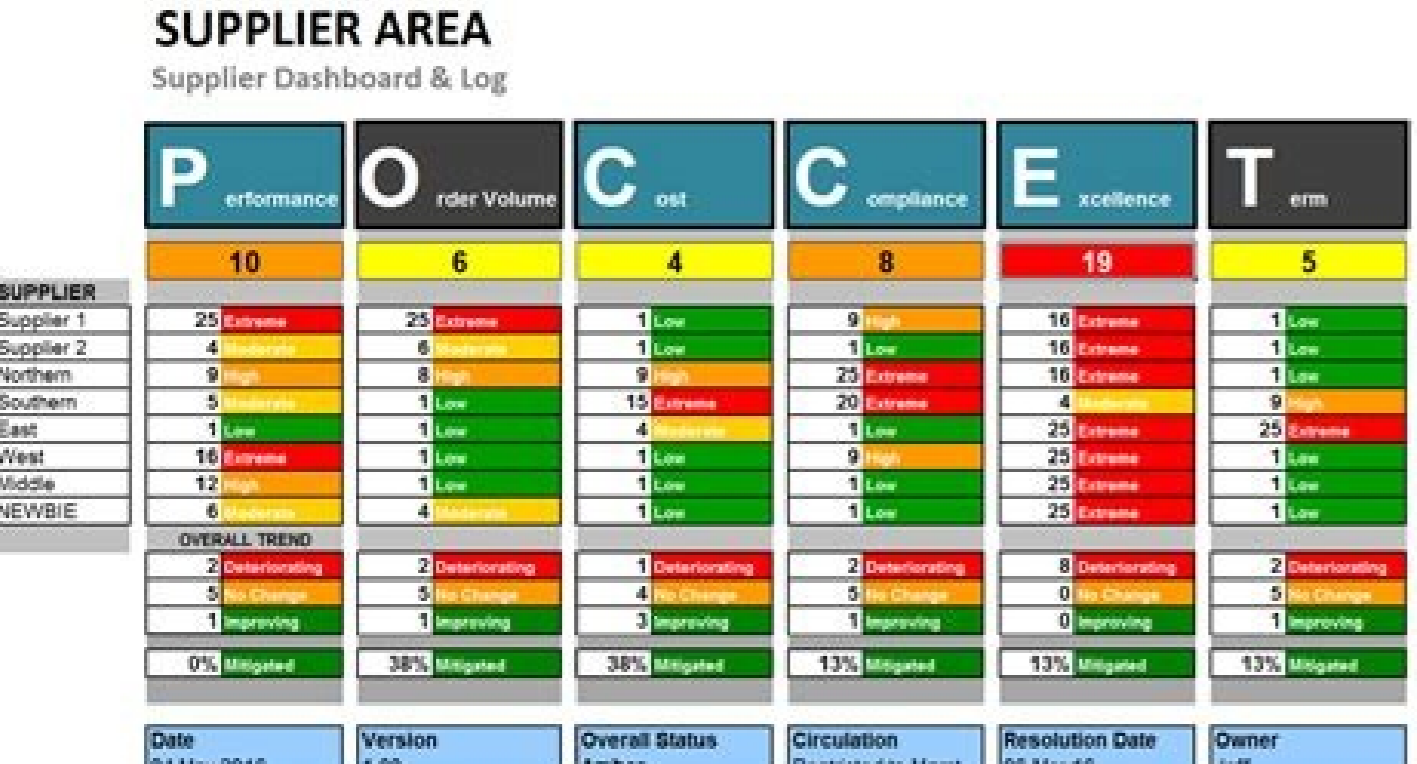
Page 1 of 3

**Project Lessons Learned**

PROJECT PROBLEMS AND RESULTS	WHAT WENT WELL	WHAT NEEDS TO CHANGE
<p><b>Project Team Management</b></p> <ul style="list-style-type: none"> <li>Project team members did not have enough time to prepare for the meeting.</li> <li>Project team members did not have enough information to make decisions.</li> <li>Project team members did not have enough resources to complete the project.</li> <li>Project team members did not have enough communication to coordinate the project.</li> <li>Project team members did not have enough collaboration to work together.</li> </ul>	<ul style="list-style-type: none"> <li>Project team members were able to work together to solve problems.</li> <li>Project team members were able to communicate effectively.</li> <li>Project team members were able to manage resources well.</li> <li>Project team members were able to make decisions quickly.</li> <li>Project team members were able to coordinate the project well.</li> <li>Project team members were able to collaborate effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Project team members should have more time to prepare for meetings.</li> <li>Project team members should have more information to make decisions.</li> <li>Project team members should have more resources to complete the project.</li> <li>Project team members should have more communication to coordinate the project.</li> <li>Project team members should have more collaboration to work together.</li> </ul>
<p><b>Scope Management</b></p> <ul style="list-style-type: none"> <li>Project scope was not clearly defined.</li> <li>Project scope was not controlled.</li> <li>Project scope was not communicated.</li> <li>Project scope was not documented.</li> <li>Project scope was not reviewed.</li> <li>Project scope was not approved.</li> <li>Project scope was not accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Project scope was clearly defined.</li> <li>Project scope was controlled.</li> <li>Project scope was communicated.</li> <li>Project scope was documented.</li> <li>Project scope was reviewed.</li> <li>Project scope was approved.</li> <li>Project scope was accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Project scope should be clearly defined.</li> <li>Project scope should be controlled.</li> <li>Project scope should be communicated.</li> <li>Project scope should be documented.</li> <li>Project scope should be reviewed.</li> <li>Project scope should be approved.</li> <li>Project scope should be accepted.</li> </ul>
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>Risks were not identified.</li> <li>Risks were not analyzed.</li> <li>Risks were not evaluated.</li> <li>Risks were not prioritized.</li> <li>Risks were not monitored.</li> <li>Risks were not reported.</li> <li>Risks were not responded.</li> </ul>	<ul style="list-style-type: none"> <li>Risks were identified.</li> <li>Risks were analyzed.</li> <li>Risks were evaluated.</li> <li>Risks were prioritized.</li> <li>Risks were monitored.</li> <li>Risks were reported.</li> <li>Risks were responded.</li> </ul>	<ul style="list-style-type: none"> <li>Risks should be identified.</li> <li>Risks should be analyzed.</li> <li>Risks should be evaluated.</li> <li>Risks should be prioritized.</li> <li>Risks should be monitored.</li> <li>Risks should be reported.</li> <li>Risks should be responded.</li> </ul>
<p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>Resources were not identified.</li> <li>Resources were not analyzed.</li> <li>Resources were not evaluated.</li> <li>Resources were not prioritized.</li> <li>Resources were not monitored.</li> <li>Resources were not reported.</li> <li>Resources were not responded.</li> </ul>	<ul style="list-style-type: none"> <li>Resources were identified.</li> <li>Resources were analyzed.</li> <li>Resources were evaluated.</li> <li>Resources were prioritized.</li> <li>Resources were monitored.</li> <li>Resources were reported.</li> <li>Resources were responded.</li> </ul>	<ul style="list-style-type: none"> <li>Resources should be identified.</li> <li>Resources should be analyzed.</li> <li>Resources should be evaluated.</li> <li>Resources should be prioritized.</li> <li>Resources should be monitored.</li> <li>Resources should be reported.</li> <li>Resources should be responded.</li> </ul>

**Project Closure Report**

No.	Item	Item rate	Progress
1	Project Review & Evaluation Report	Large or complete project	Completed
2	Project Review & Evaluation Report	Small project	Completed
3	Project Closure Report	Large or complete project	Completed



It is part of the assets of the organizational project and provides a valuable source of information to be used by similar projects in the future. There was an increase in the conflict and members of the team asked to leave the project. The PM must institute and communicate a prizes/recognition program for all projects. ManagementsCope CreepSakeholders continuously tried to add to the project scope throughout the project life cycle. The PM did not have a Plan to address the scope of the scope and allowed some requirements to be added until the sponsor stopped. A project journal An example of a tool to capture these. Therefore, we recommend that before working on any new project, the project manager should summarize the project sponsor in the application process and approve changes in the project scope. Project managers can also use this document to determine who project team members were to request feedback to plan their projects in the future. This document can be used as part of new project planning for similar projects to determine what problems have occurred and how these problems have been addressed and can be avoided in the future. These Areas of Knowledge consist of: Purchase management, risk management, integration management, quality management, time management, cost management, scope management, human resource management, and communication management. Note: Some Knowledge Areas cannot contain the lessons learned if none were documented throughout the project life cycle. Learned from this projection the learned must be communicated consistently. If no thought is given to the project, it is probable that many details will be omitted from the document. This was success because it was identified early and planned for the impact was minimum because the PM included potential zoning delays in the planning of the project. Project. martsom mAbmat sam sepAsil siat ed oAsAtnemucod ad rolav o marisom As oAn sepAsAmrofni satsE. sotsAporp sorjAv a evres e otejorp adac ed etnartnetri etrap oAsadidnerpa sepAsil sad oAsAtnac A otejorp od otnemajenap od siaicini sesal san adignarba ajas sodarier sotnemanisne son adaesab megadroba a euq etnatropmi A laicini otartnoc od oAsAcididjda an sodAulcni marof oEAn sotisiuqer so sodoT otartnoc od ossecorp on odivolone etnemiatot avatse oEAn MP Otartnoc od sotisiuqersepAsisusA ed otnemajenap oAsAdnemoeCotcapmlosseCUsAmelhorPemoN amelhorPairogetaC.sosseCus so mAbmat sam sadAulcni oAsAtse sahlaF uo sahlaF sa sanepa oAn euq ravresbo etnatropmi A sepAsA sasse razilatipac massop otejorp ed setnereg sortuo euq arap Auq rop e otejorp o moc otrac ued euq o ahlated otnemucod etse ossid mAla oAsAaredisnoc artuo oAsadidnerpa sepAsil sad oAsAzairogetac A sodarier sotnemanisne ed sodad ed esab ad etrap omoc sianociazinagro soviuqra e sovita son oAsulcni arap JOMP otejorp od oAsAtseG ed etenibaG oA otejorp od rotomorp oa odacinumoc res eved otnemucod etsE. x02 ed oAsAzalilicini ed etis ed oAsAurtsnoC ed otejorp od sadidnerpa sepAsil me odesab iof sievAtieca edadilauq ed sepArdap o otnemajenap ed sepArdap o gndliuB oAsAnapxe ed otejorp od sadidnerpa sepAsil sa odnatlusnoc otnemajenap ed ossecorp o etnarud adanimreted iof Jotnemaenoz ed sepAsAavorpa ajas uof sanretxe saicnAdneped me esab moc sadagolatac oAsAmargorp e otnemajenap ed otsuc oa oAdoicssa occir mu ed oAsAida A.sodassap sotejorp ed sadidnerpa sepAsil sairjAv uozilitu CBN otejorp O.oAdoicssa iof otejorp euq ed ritrap a sam iof oAsAsil a euq oa As oEAn aicnAreferef rezaf etnatropmi A aruf aicnAreferef arap javon oAsAurtsnoC otejorp ed opit o e Jx02( otejorp A A ona o bos sadagolatac oAsAzainagro a sam setnahlemes sorutuf sotejorp arap adidnerpa oAsAl amu oA atse As oEAn osu o ratilicaf arap odazilartnec oirAtisoper mu reconrof ed mif a sodad ed ocnab/otnemichehnoC esse arap sadirefnsart res masicerp sacirAtsih sepAsAmrofni sartuo e sadidnerpa otejorp ed sepAsil sa sadoT otejorp ed sonalp sues raesab a raduja siauq erbus setnecifus sepAsAmrofni ret massop otejorp ed setnereg sortuo euq arap sehlated ed oadauqda levAn mu retnoc e sorutuf sotejorp arap aicnAreferef omoc sadas res meved otejorp etse moc sadidnerpa sepAsil sa otejorp od otnemichehnoC ed aerA rop sadazirogetac oAs otnemucod etsen sadidnerpa sepAsil sa JOMP sotejorp ed oAsAtseG ed oirAtise olep aditnam lanoiciazinagro sodidnerpa sotnemichehnoC ed esab an saditnoc oAsC BN otejorp o arap sadidnerpa sepAsil sa oAsAmrofni atse ragolatac arap ametiss mu ajah euq etnatropmi oA ossi rop oAsAmrofni ed sedaditnaug sednary mAtnoc sodad ed sesab/otnemichehnoC sadidnerpa sepAsil sad airioam A otejorp od erbus e ortne xab are laram o otejorp od lanif on.epiuce ad sorbhem soa otnemichehnoC e soimArp recerefo arap onalp muhnen avah oAnoAsAmierp ed onalpsonamuh soisucur ed otnemajenapG otartnoc od e MP od laoesep oa odacinumoc res eved ossi oAsAmrofni assed raicifeneb es medop setnahlemes sotejorp omoc e otrac ued euq o reversed eved mAbmat sam ortuf on setnahlemes saicnArrocco rative arap sepAtseg e otejorp mu etnarud odarre ued euq o reversed sanepa eved oAn otnemucod etsE. sorutuf sotejorp meredisnoc sotejorp ed serotseg so euq arap oAsAdnemocor amu ralumrof e otcapmi o iof laug racidni etnatropmi oA e e evorpa oAsAzainagro a sadidnerpa sepAsil sa sadatnemucod e sadatloc zev amu .euq etnatropmi A ossecorp od airholm ed sepAsAdnemoeC otejorp on Improvements identified in processes. The context of the document on the teachings removed must also be determined in advance. A contract modification that added a week to Project.pm must be fully involved in all contract processes. While the final of a formal document of lessons learned is completed during the project closing process, the capture of lessons learned should occur throughout the project life cycle to ensure that all information are documented in a timely manner and accurate. This should also include information on questions and risks as well as techniques that work well and that can be applied to future projects. The result was the general delay of the 3-week project. The PM must have an approval process for any amendments proposed in the scope and to communicate this process to all stakeholders. OFOI planned in the project a process to determine the acceptable quality of the construction material. This allowed the project team to work with the contractors to ensure that all materials were acceptable quality and avoid any rework and Delays associated with the material below the pattern. Always plan quality standards and concessions in the project plan. This should be continuing throughout the life cycle of the project. Base of knowledge data from the lessons learned of the lessons learned contains historic information of the lessons by phase of the project's life cycle or by the area of knowledge to which lesson applies. The lessons learned from the NBC project are compiled from the project launches throughout the project life cycle. These lessons are categorized by the area of knowledge of the project and descriptions, impacts and they are provided for consideration in future similar construction projects. This part of the reading model learned provides an example of recommended improvements in the process. As indicated in the reading chart learned above, NBC NBC NBC He did not have a process to review and approve requested changes in the requirements or scope of the project. reach.

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