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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

Lessons Learned document the good practices and things that could be done better that occurred in a project. It helps to utilize them for future projects and also for on-going project process improvements. Using Lessons learned helps optimize project processes, provides better ways to manage projects, and avoids repeating the same mistakes over and over. It is one of the best practices to implement continuous improvement in project management.

It is very important not to wait until the last minute to gather information about the project. Start gathering information as the project progresses. You might work with the team to gather lessons learned after each project phase or after some major deliverables have been completed. Capturing mistakes and correcting them, if possible, at an early stage of the project could result in project success and prevents delays.

When gathering information about the project, ask the following questions, and document each response: What was done well and worth repeating? What needs improvement for the next time, or perhaps that we shouldn’t do going forward? And how to deal with each piece of information gathered moving forwards? Document each success or improvement, including detailed descriptions, the impact on the project, and suggested actions or improvements.

Share the information with upper management to improve the organization and immediately put plans in place to act on the feedback for the next project or phase. Use the feedback to improve your delivery of the next project or any major deliverables. Continue to work as necessary to integrate any changes into the project processes as needed. Document any changes, store the information and make it accessible and retrievable for future use. A project lessons learned repository is a valuable source of information for all future project teams through-out any project lifecycle.

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| --- | --- | --- | --- |
| **Successes** | **Detailed description** | **Project Impact** | **Suggested improvements** |
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|  |  |  |  |
| **Areas for improvements** | **Detailed description** | **Project Impact** | **Suggested Actions** |
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Prefilled Example:

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| --- | --- | --- | --- |
| **Successes** | **Detailed description** | **Project Impact** | **Suggested improvements** |
| Early completion of Movie Vault login screen | Due to some reusable code, the team was able to finish the login screen programming early and accomplish more work in the sprint | Helped us to move those programmers to another task that was falling behind | Always look for reusable code |
|  |  |  |  |
| **Areas for improvements** | **Detailed description** | **Project Impact** | **Suggested Actions** |
| Overall project estimation | Work of sprints often didn’t complete on time because sizing estimates/story points were not good. | Made it difficult as we had to move around resources to complete tasks on time constantly. | Estimation training to improve Planning Poker practices. |
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