# **PROJECT LESSONS LEARNED**

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| --- | --- | --- |
| **Project name:** | | **Client:** |
|  | |  |
| **Project manager:** | **Meeting date:** | **Project completion date:** |
|  |  |  |
| **Attendees:** | | |
|  | | |

## **Project summary**

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| **Overview of project charter:** |
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| **Criteria for evaluating success:** |
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## **Project highlights**

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| **What went well:** |
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| **What were the key accomplishments:** |
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## **Project challenges**

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| **What could have been better** |
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| **What were the main problem areas?** |
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| **What technical challenges got in the way?** |
|  |
| **Additional comments:** |
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## **Project evaluation**

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| **Lessons learned** | **Achieved?** | **Comments** |
| The project met the original schedules milestones |  |  |
| The original cost forecasts were accurate. |  |  |
| The quality of deliverables met expectations |  |  |
| The project plan was properly communicated at every level. |  |  |
| Project baselines (time, scope, and cost) were carefully monitored and managed. |  |  |
| The risk was properly controlled. |  |  |
| Issues were resolved in a timely manner |  |  |
| Change management was constructive. |  |  |
| Project team members worked effectively together |  |  |
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| **Additional comments** | | |
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## **Lessons learned**

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| Win or issues | Describe what happened | What was the impact | How does this change future projects | Action items |
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