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| **Version Control** | | | |
| **Version** | **Date** | **Author** | **Change Description** |
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# Document purpose

Documenting lessons learned in order to improve mainly the project management processes.

# Planned x Actual

[Answer the questions and comment on the most relevant points]

## Have the objectives been achieved?

## Was Project Scope delivered on time and on budget?

# Processes of project management

[Comment the most relevant points]

## Strengths

## Weakness

# Project issues

[Identify the most relevant issues based on the Issues Log]

# Recommendations for the next projects

[Indicate the relevant recommendations and lessons learned]

|  |  |  |
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| Approvals | | |
| Participant | Signature | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |