Lessons Learned Document

1. Introduction  
- Purpose of this document  
- Stakeholders involved in compiling lessons learned

2. Methodology  
- Workshops, feedback surveys, retrospective meetings  
- Documentation review

3. Key Successes  
Example Table:  
| Area | Description | Key Success Factors |  
|------|-------------|---------------------|  
| Team Collaboration | Cross-functional alignment | Weekly syncs and shared OKRs |

4. Challenges Faced  
Example Table:  
| Issue | Root Cause | Impact | Mitigation |  
|-------|------------|--------|------------|  
| Delayed testing | Incomplete test cases | Go-live pushed 1 week | Introduced QA checklist early |

5. Best Practices  
- Version control policy improved speed and traceability  
- Using a common Slack channel improved communication

6. Improvement Areas  
- Need earlier stakeholder onboarding  
- Improve handover readiness before UAT

7. Recommendations  
- Define business ownership early  
- Use integrated risk tracking with sprint board