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| **LESSONS LEARNED REPORT** | | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] | |
| **Project Sponsor** | [Name of Project Sponsor] | |
| **Project Manager** | [Name of Project Manager] | |
| **What went well during the project?** | | |
| [List something that went well or was successful during the project.] | | |
|  | | |
| **What did not go well during the project?** | | |
| [List something that did not go well or was unsuccessful during the project.] | | |
|  | | |
| **What should we do differently next time?** | | **How will this be done?** |
| [List ideas for process improvements for future projects.] | | [Provide detail about how the process improvement could be performed or achieved.] |
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