***Information contained in table is for illustration purposes***

**Project name**

**Prepared By:** List all contributors/ participants in the lesson learned exercise

**Last Updated:** Date

**What Went Well**

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| **Successes** | **Notes for Future** |
| **Lean Methodology Worked Well**  The Lean workshop provided an easy-to-follow method that resulted in an agreed-upon process. In addition, the Lean deliverables (such as the process map) are clear and easy-to-understand. | * When it comes to process re-work, consider using Lean methods in the future. |
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**What Could Be Improved**

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| **Challenges** | **Recommendations for Future** |
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| **Poor Communication**  The communication was not delivered due to being “caught up” in approvals. | * In future, ensure communication approvals are considered early. |
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