|  |  |
| --- | --- |
| **v.1** | **LESSONS LEARNED** |
| **Project name:** | |

# OBJECTIVES

[Describe the lessons learned, what can be improved, and what should be avoided so that mistakes and problems do not recur in the future]

# PLANNED X PERFORMED

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

# HAS THE CLIENT’S EXPECTATIONS BEEN MET?

# WAS THE PROJECT DELIVERED IN TIME?

# THE PROJECT WAS ON THE BUDGET?

# HAS THE PROJECT MET THE SCOPE?

# THE PROJECT

[Comment on the most relevant points to be improved or adopted in future projects]

# STRENGTHS

# WEAKNESSES

# RECOMMENDATIONS TO BE ADOPTED IN FUTURE PROJECTS

[Indicate the most relevant recommendations and lessons learned]

# QUESTIONS REMAINED UNSOLVED

[Use it if there is any issue regarding the project delivery (E.g.: Undelivered requirements) and you did not register the question in another document, for example the Design, Phase or Delivery Term of Acceptance]

# APPROVALS

|  |  |  |
| --- | --- | --- |
| Project Sponsor |  | Date |
| Project Manager |  | Date |