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**Lessons Log Author Colin Bentley**

# Project Information

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| **Project Name** |  |
| **Project Number** | xxxx/14 |
| **Date** | 25 February xxxx |

**Lessons Log**

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| **Lesson Type** | **Lesson Detail** | **Date Logged** | **Logged By** | **Priority** |
| Both | Any requirements for training facilities  must be clearly understood. | 25/2/xxxx | PM |  |
| Both | All staff should be given formal training in the quality review technique. The time for this  should be built into Project and Stage Plan. | 25/2/xxxx | PM |  |
| Both | All products, resources and activities should be checked for  assumptions being made about  them at planning time. | 25/2/xxxx | PM |  |
| Both | The Project Manager and user staff should receive training in  writing Product Descriptions. | 25/2/xxxx | PM |  |
| Both | Time and resource requirements should be checked with the staff  to be used to ensure that over-  optimistic estimates are not made. | 25/2/xxxx | PM |  |
|  |  |  |  |  |

(Both = project and programme)

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