# Lessons Learned Report

## Project Title

*<Date Submitted>*

Group Members

## Project Charter and Planning Reflection

Was sufficient detail included in your project charter and other planning documents? How could you have improved these documents?

## Scope Analysis

Review your design document and your project definition. Compare it to your finished project what changes were made during project execution? What process did you follow in making these changes?

## Time Budget Analysis

Review your time budget analysis performed in the project charter. Compare it to how many class hours your group actually put in. What do you feel is the reason for this difference?

How many out of class hours went into this project. How were those hours tracked?

What difficulties\challenges (if any) did out of class hours pose when executing this project. How did you address these challenges?

## Schedule Analysis

Were generally able to follow the schedule you proposed? Where did you fall behind? What tasks were performed out of sequence? Can you suggest reasons for slips in the schedule or tasks performed out of sequence?

## Risk Analysis

Review your status notes. What risks did you identify? Discuss amongst your group. What additional problems and challenges did you face that might have put the project at risk? How did you handle these issues?

## Conflict/Communication Analysis

Review the communication section and attendance section of your project charter. Were they followed? Were your original plans adequate? What would you change?

Did the team get along? Did you have any disagreements about process or content? How were they resolved?

List your team building activities. Were they helpful? If so how? If not, what might have been better?

## Lessons Learned Summary

What would you do differently on your next project? (List Format)

What went well for your team? What would you duplicate next time? (List format).