**Lessons Learned Document Template**

**Project Title:**

[Insert Project Title]

**Project Team:**

[List Project Team Members]

**Project Duration:**

[Start Date - End Date]

**Lesson Learned Details**

1. **Lesson Description:**
   * Briefly describe the lesson learned.
2. **Impact:**
   * Explain how this lesson impacted the project (positively or negatively).
3. **Root Cause:**
   * Analyse the root cause of the issue or success behind this lesson.
4. **Recommendation:**
   * Suggest actions or recommendations for future projects to address or capitalize on this lesson.
5. **Action Taken:**
   * Describe any actions taken during the project to address this lesson.

**Additional Information**

* **Date Identified:**
  + [Date when the lesson was identified]
* **Project Phase:**
  + [Identify the project phase where the lesson was relevant (e.g., Initiation, Planning, Execution, Monitoring & Controlling, Closure)]
* **Category:**
  + [Categorize the lesson (e.g., Technical, Managerial, Process-related, Communication-related)]

**Lessons Learned Owner**

* **Name:**
  + Virginia Whemby
* **Follow-up Actions:**
  + Outdated Information Flagging

 Conducted a review of the code responsible for retrieving and displaying information.

 Fixed the logic to ensure that the system consistently displays up-to-date content.

 Committed the updated code to the GitHub main branch after thorough testing to ensure the bug was resolved.

 Documented the bug and its fix in Jira to track and communicate progress with the team

**Conclusion**

Summarize the key takeaway and its significance for future projects.