



Lessons-learned Report (Usbong Template)

a reflective statement documenting important things you have learned from working on the project

Name (Last Name, First Name)*

1) Were the project goals met?*

☐ Yes

☐ No

2) Was the project successful?*

☐ Yes

☐ No

3) Your reflections on #1 & #2?*

4) Give comments on the use of different project management tools and techniques.*

5) What are the causes of variances (i.e. difference between what is expected and what is actually accomplished) on the project?*

6) What is your reasoning behind the corrective actions that your team chose?*

7) Describe one example of what went right on this project.*

8) Describe one example of what went wrong on this project.*

9) What will you do differently on the next project based on your experience working on this project?*

10) Give your personal words of wisdom based on your team's experiences.*

Reference:

Schwalbe, K. 2008. Information Technology Project Management, Fifth Edition. Philippines: Cengage Learning Asia Pte Ltd.