LESSONS LEARNED

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

|  |
| --- |
| **Project Performance Analysis** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **What Worked Well** | | **What Can Be Improved** | |
| Requirements definition and management | | [A1](#A1" \o "List any practices or incidents that were effective in defining and managing requirements.) | | [A2](#A2" \o "List any practices or incidents that can be improved in defining and managing requirements.) | |
| Scope definition and management | | [B1](#B1" \o "List any practices or incidents that were effective in defining and managing scope.) | | [B2](#B2" \o "List any practices or incidents that can be improved in defining and managing scope.) | |
| Schedule development and control | | [C1](#C1" \o "List any practices or incidents that were effective in developing and controlling the schedule.) | | [C2](#C2" \o "List any practices or incidents that can be improved in developing and controlling the schedule.) | |
| Cost estimating and control | | [D1](#D1" \o "List any practices or incidents that were effective in developing estimates and controlling costs.) | | [D2](#D2" \o "List any practices or incidents that can be improved in developing estimates and controlling costs.) | |
| Quality planning and control | | [E1](#E1" \o "List any practices or incidents that were effective in planning, assuring, and controlling quality. Specific defects are addressed elsewhere.) | | [E2](#E2" \o "List any practices or incidents that can be improved in plan-ning, assuring, and controlling quality. Specific defects are addressed elsewhere.) | |
| Human resource availability, team development, and performance | | [F1](#F1" \o "List any practices or incidents that were effective in working with team members and developing and managing the team.) | | [F2](#F2" \o "List any practices or incidents that can be improved in working with team members and developing and managing the team.) | |
| Communication management | | [G1](#G1" \o "List any practices or incidents that were effective in planning and distributing information.) | | [G2](#G2" \o "List any practices or incidents that can be improved in planning and distributing information.) | |
| Stakeholder management | | [H1](#H1" \o "List any practices or incidents that were effective in managing stakeholder expectations.) | | [H2](#H2" \o "List any practices or incidents that can be improved in managing stakeholder expectations.) | |
| Reporting | | [I1](#I1" \o "List any practices or incidents that were effective in reporting project performance.) | | [I2](#I2" \o "List any practices or incidents that can be improved in reporting project performance.) | |
| Risk management | | [J1](#J1" \o "List any practices or incidents that were effective in the risk management process. Specific risks are addressed elsewhere.) | | [J2](#J2" \o "List any practices or incidents that can be improved in the risk management process. Specific risks are addressed elsewhere.) | |
| Procurement planning and management | | [K1](#K1" \o "List any practices or incidents that were effective in planning, conducting, and administering contracts.) | | [K2](#K2" \o "List any practices or incidents that can be improved in planning, conducting, and administering contracts.) | |
| Process improvement information | | [L1](#L1" \o "List any processes that were developed that should be continued.) | | [L2](#L2" \o "List any processes that should be changed or discontinued.) | |
| Product-specific information | | [M1](#M1" \o "List any practices or incidents that were effective in delivering the specific product, service, or result.) | | [M2](#M2" \o "List any practices or incidents that can be improved in delivering the specific product, service, or result.) | |
| Other | | [N1](#N1" \o "List any other practices or incidents that were effective, such as change control, configuration management, etc.) | | [N2](#N2" \o "List any other practices or incidents that can be improved, such as change control, configuration management, etc.) | |
| **LESSONS LEARNED**  **Risks and Issues**   |  |  |  | | --- | --- | --- | | **[Risk or Issue Description](#Risk_or_Issue_Description" \o "Identify risks or issues that occurred that should be considered to improve organizational learning.)** | **[Response](#Response" \o "Describe the response and its effectiveness.)** | **[Comments](#Comments" \o "Provide any additional information needed to improve future project performance.)** | |  |  |  | |  |  |  | |  |  |  |   **Quality Defects**   |  |  |  | | --- | --- | --- | | **[Defect Description](#Defect_Description" \o "Describe quality defects that should be considered in order to improve organizational effectiveness.)** | **[Resolution](#Resolution" \o "Describe how the defects were resolved.)** | [**Comments**](#Comments) | |  |  |  | |  |  |  | |  |  |  |   **Vendor Management**   |  |  |  |  | | --- | --- | --- | --- | | **[Vendor](#Vendor" \o "List the vendor)** | **[Issue](#Issue" \o "Describe any issues, claims, or disputes that occurred.)** | [**Resolution**](#Resolution) | [**Comments**](#Comments) | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Other** | | | | | | |
| **[Areas of Exceptional Performance](#Areas_of_Exceptional_Performance" \o "Identify areas of exceptional performance that can be passed on to other teams.)** | | [**Areas for Improvement**](#Areas_for_Improvement) | |
|  | |  | |
|  | |  | |
|  | |  | |