# Lessons Learned

## [Project Name]

##### Start: [Date]

##### Projected End: [Date]

Approver Name Title Signature Date

Approver Name Approver Title Date

Approver Name Approver Title Date

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\*Approval of the Lessons Learned document signifies agreement that the content contained within accurately represents the lessons experienced in the project.

### Section 1. Project Feedback and Comments

#### Area of Focus

The following examples listed will aid in identifying areas of focus. Not all areas listed may apply. Document lessons learned in applicable focus areas or add others as needed.

| Project Focus Area | Things That Went Well | Things You Would Change |
| --- | --- | --- |
| Scope |  |  |
| Time |  |  |
| Cost |  |  |
| Quality |  |  |
| People/Resources |  |  |
| Communication |  |  |
| Risk |  |  |
| Procurement |  |  |
| Stakeholder Engagement |  |  |
| Other |  |  |

### Section 2. Lessons Learned

#### Other Lessons Learned

List any other lessons learned.

#### Project Manager Lessons Learned

List lessons learned from a Project Manager standpoint.

### Section 3. Appendices

#### Stakeholder/Customer Survey Feedback

The PPMO suggests using a survey to gain feedback on customer and stakeholder satisfaction. Stakeholders include the project team, project stakeholders, project sponsor, and business owner.

Include feedback from the Stakeholder/Customer Post-Project Survey. Options include:

* Copy and paste survey feedback (preferred)
* Embed files containing survey feedback
* Attach hyperlink to suitable shared storage file with survey feedback