LESSONS LEARNED

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

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| **Project Performance Analysis** |

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|  | **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**

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| **[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.)** |
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**Quality Defects**

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| **[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) |
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**Vendor Management**

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| **[Vendor](#Vendor" \o "List the vendor)** | **[Issue](#Issue" \o "Describe any issues, claims, or disputes that occurred.)** | [**Resolution**](#Resolution) | [**Comments**](#Comments) |
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**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) |
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