### **Lessons Learned Template**

#### **Lessons Learned Report**

1. Project Overview

* Project Name:
* Project Manager:
* Completion Date:

2. What Worked Well?

| Category | Success Area Description | Example/Details |
| --- | --- | --- |
| [Category 1] | [Description of success] | [Specific example] |
| [Category 2] | [Description of success] | [Specific example] |

3. What Didn’t Work?

| Category | Issue Description | Root Cause |
| --- | --- | --- |
| [Category 1] | [Description of issue] | [Root cause of issue] |
| [Category 2] | [Description of issue] | [Root cause of issue] |

4. Recommendations for Improvement

| Area | Recommendation | Responsible Party |
| --- | --- | --- |
| [Area 1] | [Recommendation] | [Owner for improvement] |
| [Area 2] | [Recommendation] | [Owner for improvement] |

5. Team Feedback Summary

* Feedback Collection Method: (e.g., survey, interviews)
* Summary of Key Themes: [Insert summary]

6. Approval

* Project Manager Name:
* Signature:
* Date: