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PROJECT NAME

Lessons Learned

___ date ___

Topics to consider include all of the following (feel free to add to/change the list).

Project Management	Human Factors	Overall
<ul style="list-style-type: none">● Project Planning● Resource Management● Risk Management● Budget Management● Quality Control	<ul style="list-style-type: none">● Communication● Team Experience● Interaction with Contractors● Interaction with Stakeholders● Interaction with Team Leads● Management support● Quality of meetings	<ul style="list-style-type: none">● Overall Satisfaction● Quality product● Product Accepted● On Time● Within Budget● Met Project Objectives● Met Business Objectives

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AREAS OF POTENTIAL IMPROVEMENT

Description	Factors that Contributed to What Didn't Work
EXAMPLE: More planning time needed	Time was limited due to the requirements of the Grant and could not be changed.
EXAMPLE: Improved communication to access Team Roster	Would have been helpful to have the names/organization/roles/contact info of all team members.

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HOW TO USE THIS TEMPLATE

A “lessons learned” session with your project team is a great way to get feedback on what went well and what could be improved for the next project. This should be a safe place for all team members to contribute. You might be surprised at what you learn!

Schedule an hour with your team to document lessons learned and review the first page of this document together for topics to consider, then start documenting. This process may provide insight into how day-to-day operations can be improved and is an excellent way to start planning your next project. When you start your next project, include reviewing your lessons learned document in your planning process so you can avoid making the same mistakes and also repeat what worked well.