# Lessons Learned

## [Project Name]

##### Version of TAC 216 Companion Guide: [Version]

##### Start: [Date]

##### Projected End: [Date]

Participant Name Title Signature Date

Participant Title \_\_\_\_\_\_

Participant Title \_\_\_\_\_\_

Participant Title \_\_\_\_\_\_

Participant Title \_\_\_\_\_\_

**Note to the Author**

This document can be used as a template for Lessons Learned. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

*Blue italicized text enclosed in angle brackets (<text>) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. Delete the blue text as you fill out the document.*

*Red italicized text enclosed in square brackets ([text]) indicates an example/field that should be replaced with information specific to a particular project.*

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

### Section 1: Lessons Learned

*<This is a place to document what was learned during the project. Below, create a list of things that went well and things that could be done differently. Things to consider:*

* *What was done well?*
* *What needs to be done better or differently?*
* *What unexpected risks did we have to deal with?*
* *How does our process need to change to meet goals in the future?>*

##### Project Manager:

##### Sponsor:

| Area | Things That Went Well | Things You Would Change |
| --- | --- | --- |
| *[What area of the project does this lesson refer to?  · Project management? · IT? · Procurement? · Team management? · Communication? · Quality? · Etc?* | *[Example of something that went well.]* | *[Example of something that could be done differently next time.]* |
|  |  |  |
|  |  |  |
|  |  |  |

#### Other Lessons Learned

*<List any other lessons learned.>*

#### Project Manager Lessons Learned

*<List lessons learned from the project manager’s standpoint.>*

### Section 2: Appendices

#### Stakeholder/Customer Survey Feedback

*<Create a survey to measure 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>*