

PROJECT MANAGEMENT LESSONS LEARNED

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PROJECT TITLE

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MODERATOR

DATE PREPARED

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PROJECT OVERVIEW

What were the original goals and objectives of the project?

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What was the original criteria for project success?

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Was the project completed according to the original expectation?

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Additional Comments

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PROJECT HIGHLIGHTS

What were the major accomplishments?

What methods worked well?

What was found to be particularly useful to accomplish the project?

Additional Comments

PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can these processes be improved in the future?

What were the key problems areas (i.e., budgeting, scheduling, etc.)?

List any technical challenges.

Additional Comments

POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

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What actions still need to be completed, and who is responsible for completing them?

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List any additional outstanding project items.

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Additional Comments

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PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Plans and Scheduling were well-documented, with adequate structure and detail.		
Project Schedule contained all elements of the project.		
Tasks were clearly defined.		
Stakeholders had adequate input in the planning process.		
Requirements were gathered and clearly documented.		
Criteria were clear for all phases of the project.		
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals.		
Unexpected changes that occurred were of manageable frequency and immensity.		
Project baselines (i.e., time, scope, cost) were thoughtfully managed.		
Fundamental project management processes (i.e., risk and issue management) were efficient.		
Project progress was tracked and reported in an accurate, organized manner.		
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Manager reported to the appropriate parties.		
Project Management was effective.		
Project Team was organized and adequately staffed.		
Project Manager and team received proper training.		
There was efficient communication among project team members.		
Functional areas collaborated effectively.		
Conflicting goals did not cause interdepartmental problems.		
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate.		
Deliverables were presented on time within amended schedule.		
Project was concluded within the amended budget.		
Change Control was constructive.		
External dependencies were known and handled effectively.		
Needs of the customer were met.		
Objectives of the project were met.		
Objectives of the business were met.		
Additional Comments		

PROJECT CLOSE ACCEPTANCE

PROJECT MANAGER NAME

PROJECT MANAGER SIGNATURE

DATE

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SPONSOR NAME

SPONSOR SIGNATURE

DATE

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