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| --- |
| Company Name |
| Lessons Learned Report |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Summary Report

*Include a summary report on lessons learned that can be used by the group that is responsible for the quality management system to improve overall standards. Define the scope of the report – whether it is for a stage or entire programme/project – and appropriate recommendations for the project management method and project strategies.*

# Abnormal Events and Deviation

*Describe any abnormal events and deviation from the programme/project plan and intended outcomes.*

# Other Influencing Factors

*Describe any influencing factors that directly impact lessons learned during the programme/project.*

# Programme/Project Management (Governance)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Worked Well | Didn’t Work Well | Do Different Next Time | Specific Action Proposed | Responsibility | Date Due | Status (Open/Closed) |
|  |  |  |  |  |  |  |

# Methods, Tools and Technique (Approach)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Worked Well | Didn’t Work Well | Do Different Next Time | Specific Action Proposed | Responsibility | Date Due | Status (Open/Closed) |
|  |  |  |  |  |  |  |

# Quality Management (Deliverables)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Worked Well | Didn’t Work Well | Do Different Next Time | Specific Action Proposed | Responsibility | Date Due | Status (Open/Closed) |
|  |  |  |  |  |  |  |

# Other Lessons Learned

*Describe any additional lessons learned that are not included in the above tables.*