

LESSONS LEARNED LOG



Group:	Business Unit/Team:
Programme:	Project:
Project Manager:	Date:

Purpose:	To be a collection of any lessons learned during the project that can be usefully applied to other projects.
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Note:

Descriptions could include:

- *What went well, not so well or was lacking.*
- *Any events causing issues.*
- *Notes on the performance of any methods, tools, processes and procedures used.*
- *Useful measurements on how much effort (time and resource) was required during the various stages / phases.*

Lessons Learned

Date	Description	Recommendation