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**Lessons Learned Record**

**Project Name:**

**Department:**

**Product/Process:**



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| **PROJECT MANAGEMENT** |
| **Focus Area** | **Low ------------------------ High** | **Successes** | **Shortcomings** | **Recommended Solutions** |
| **1** | **2** | **3** | **4** | **5** |
| **Project Planning** |  |  |  |  |  |  |  |  |
| **Resource Management** |  |  |  |  |  |  |  |  |
| **Risk Management** |  |  |  |  |  |  |  |  |
| **Change Control** |  |  |  |  |  |  |  |  |
| **Procurement** |  |  |  |  |  |  |  |  |
| **Budget Management** |  |  |  |  |  |  |  |  |
| **Quality Control** |  |  |  |  |  |  |  |  |
| **Project Status Reports** |  |  |  |  |  |  |  |  |
| **Vendor Selection** |  |  |  |  |  |  |  |  |
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| **TECHNOLOGY MANAGEMENT** |
| **Focus Area** | **Low ------------------------ High** | **Successes** | **Shortcomings** | **Recommended Solutions** |
| **1** | **2** | **3** | **4** | **5** |
| **Business Requirements** |  |  |  |  |  |  |  |  |
| **Design Specifications** |  |  |  |  |  |  |  |  |
| **Test Planning** |  |  |  |  |  |  |  |  |
| **Development** |  |  |  |  |  |  |  |  |
| **Testing** |  |  |  |  |  |  |  |  |
| **Rollout/Implementation** |  |  |  |  |  |  |  |  |
| **Training** |  |  |  |  |  |  |  |  |
| **Documentation** |  |  |  |  |  |  |  |  |
| **Vendor Management** |  |  |  |  |  |  |  |  |
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| **RESOURCE MANAGEMENT** |
| **Focus Area** | **Low ------------------------ High** | **Successes** | **Shortcomings** | **Recommended Solutions** |
| **1** | **2** | **3** | **4** | **5** |
| **Project Communication** |  |  |  |  |  |  |  |  |
| **Team Experience** |  |  |  |  |  |  |  |  |
| **Project Sponsor Interactions** |  |  |  |  |  |  |  |  |
| **Customer Interactions** |  |  |  |  |  |  |  |  |
| **Management Interactions** |  |  |  |  |  |  |  |  |
| **Management Support** |  |  |  |  |  |  |  |  |
| **Quality of Meetings** |  |  |  |  |  |  |  |  |
| **Vendor Interactions** |  |  |  |  |  |  |  |  |
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| **OVERALL PROJECT SUMMARY** |
| **Focus Area** | **Low ------------------------ High** | **Successes** | **Shortcomings** | **Recommended Solutions** |
| **1** | **2** | **3** | **4** | **5** |
| **Customer Satisfaction** |  |  |  |  |  |  |  |  |
| **Technical Success** |  |  |  |  |  |  |  |  |
| **Quality Product** |  |  |  |  |  |  |  |  |
| **Product/Service Acceptance** |  |  |  |  |  |  |  |  |
| **Project On Time** |  |  |  |  |  |  |  |  |
| **Project Within Budget** |  |  |  |  |  |  |  |  |
| **Project Objectives Met** |  |  |  |  |  |  |  |  |
| **Business Objectives Met** |  |  |  |  |  |  |  |  |
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