**Lessons Learned Template**

Project Title:

Date:

Project Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: \_\_\_\_\_\_\_\_\_\_\_

Project Dates: Final Budget:

1. How well did the project meet the goals of scope, time, and cost?
2. Reflect on the success criteria, and explain how you did or did not meet each criterion.
3. What were the lessons your project team learned from participating in this project?
4. Describe two to three examples of things that went right on this project.
5. Describe two to three examples of things that went wrong on this project.
6. Describe the areas that could be improved.
7. Based on your experience with this project, what will you do differently on your next project?