# Lessons Learned Report

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| Project Name: |  |
| Revision Number: |  |
| Client: |  |
| Prepared By: |  |
| Date: | dd/mm/yy |

# Background/Purpose

*<The Background section includes a brief overview of the project and project goals. This section should also include a purpose statement for the Lessons Learned Report. The Lessons Learned Report is a register of project successes and failures and subsequent actions that were performed to correct them. This information is communicated to stakeholders and other project leaders in order to repeat project successes and avoid future project failures of the same type.>*

# Key Successes

*<This section is to document key success encountered during the project and more importantly, what recommendations can be made to encourage future successful behaviour.>*

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| --- | --- | --- |
| List of Key Successes/Wins | | |
| Event Description / Project Impact | Key Success | Future Recommendations / Tracking # |
| *<Describe the event and the impact it had on the project or project plan>* | *<Describe the action that yielded success>* | *<Wherever possible, recommend future actions or plans to promote these actions and track for completion>* |
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# Key Challenges

*<This section is to document key challenges encountered during the project and more importantly, what recommendations can be made to eliminate future challenges.>*

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| List of Key Successes/Wins | | |
| Event Description / Project Impact | Key Challenges | Future Recommendations / Tracking # |
| *<Describe the event and the impact it had on the project or project plan>* | *<Describe the corrective action performed to overcome the obstacle>* | *<Wherever possible, recommend future actions or plans to eliminate/mitigate these actions and track for completion>* |
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# History of Revision *<The History of Revision is a log of changes made to this document. Each revision is assigned a number, dated, and the owner of the change is recorded.>*

| Revision Number | Date | Description of Changes | Author / Editor |
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| 00 | dd/mm/yy | Initial drafts |  |
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# Lessons Learned Report Acknowledgement

*<The Acknowledgement section is where all stakeholders and project leaders acknowledge the communication and agree to the action items therein.>*By signing below, I agree that I have both read and agreed to the information contained in this Lessons Learned report.

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| Name | Title | Signature | Date |
|  |  |  | dd/mm/yy |
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