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LESSONS LEARNED

Project Title: _____
Participants: _____

Date Prepared: _____
Participants: _____

Project Performance Analysis

	What Worked Well	What Can Be Improved
Requirements definition and management		
Scope definition and management		

Schedule development and control		
Cost estimating and control		
Quality planning and control		
Human resource availability, team development, and performance		
Communication management		
Stakeholder management		
Reporting		

Risk management		
Procurement planning and management		
Process improvement information		
Product-specific information		
Other		

Risks and Issues

Risk or Issue Description	Response	Comments

Quality Defects

Defect Description	Resolution	Comments

Vendor Management

Vendor	Issue	Resolution	Comments

Other

Areas of Exceptional Performance	Areas for Improvement