| Lessons learned log (template) |  |
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# Introduction

The lessons learned log is a repository of any lessons learned during the project that can be usefully applied to other projects. At the close of the project these lessons are captured formally in the lessons learned report. As a minimum it should be updated at the end of a stage, but ideally a note should be made in the log of any good or bad points arising during the execution of the contract.

## Purpose

Lessons learned from projects can be used to improve future stages of a project and to disseminate useful lessons for the benefit of other projects. Where important lessons are identified early on in the project life-cycle that could be useful to others, it is good practice for the project/contract manager to prepare an immediate lessons learned report.

**Lessons Learned Log**

|  |  |
| --- | --- |
| Contract name: | *Insert Name* |
| Contract reference: | *Insert Name* |
| Lessons learned session date: |  |
| Contract Manager: | *Insert Name* |
| Position: | *Insert Title* |
| Phone No: | *Insert Phone Number* |

Document Review

This document has been reviewed and is approved by:

| Role | Reviewer | Title/position | Signature | Date |
| --- | --- | --- | --- | --- |
| Prepared by | *Insert details* |  |  |  |

**Attendees:**

| Name | Title/position | Department |
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**Key questions**

1. Which management, control and quality processes:
* went well
* went badly
* were lacking
1. A description of any abnormal events causing deviations
2. Notes on the performance of specialist methods and tools used
3. Recommendations for future enhancement or modification of the contract management processes
4. Realistic measurements on how much effort was required to execute the contracts
5. Notes on effective and ineffective quality reviews and other tests, including the reasons for their effectiveness (either good or bad).

## Lesson learned items

| # | Item (e.g. good/service) | **Person raising observation** | **Observation (see notes below)** | **Lesson(s) learned** |
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