

Findings from Lessons Learned Meeting

Change Project:		Change Manager:		Date of Lessons Learned Meeting:	
Change team, change agents and stakeholder support committee members in attendance:					
Lessons Learned from Negative Impact Situations					
Area, Process or Component reviewed	Issues that Arose	Actions Taken to Correct and When	What Worked Well	Where do Improvements Exist	What will be done, specifically, to improve?
	•	•	•	•	
Lessons Learned from Positive Impact Situations					
Area, Process or Component reviewed	Positive Impact Realized		How Will This Positive Impact be Shared?		
What additional information was shared or ideas gathered from this lessons learned meeting:	•				