

## **Lessons Learned Checklist and Document Format**

Project Name:	Project Reference/ID No.:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Contact Phone No.:	Date Prepared:

### **PROJECT SUMMARY**

<b>Background</b>
<b>Project Highlights</b>
<b>Project Issues and Problems</b>
<b>Recommendations for Lessons Learned for Future Projects</b>

### **TECHNICAL REVIEW**

<b>Technical Approach Viability Relative to Requirements Identification and Interpretation</b>
<b>Other Technical Issues</b>
<b>Recommendations for Process and Tools Improvements</b>

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### **ADMINISTRATIVE REVIEW**

<b>Summary of all Administrative Tasks Completed</b>
<b>Issues Involved with Closing Administrative Tasks</b>
<b>Recommended Process and Tool Improvements</b>

### **CONTRACT MANAGEMENT REVIEW**

<b>Summary of all Contractual Tasks Completed</b>
<b>Issues Involved with Closing the Contract</b>
<b>Recommended Process and Tool Improvements</b>

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### **RISK MANAGEMENT REVIEW**

**Summary of Anticipated Risks and Risk Plan**

**Summary of Contingency Plan Viability**

**Summary of Unanticipated Risks and Risk Resolution**

**Recommendations for Process and Tool Improvements**

### **FINANCIAL MANAGEMENT REVIEW**

**Summary of Financial Status at Key Project Milestones**

**Project Estimating and Budgeting Issues**

**Recommended Process and Tool Improvements**

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### **TEAM RELATIONSHIP EVALUATION**

<b>Summary of Team Composition</b>
<b>Team Strengths—What Worked Well in Building Strong/Workable Team Relationships?</b>
<b>Team Weaknesses—What Team Issues Arose During the Project? How Were They Resolved?</b>
<b>Recommended Improvements</b>

### **CUSTOMER RELATIONSHIP MANAGEMENT**

<b>Summary of Customer Contact Procedures and Primary Customer Contact Representatives</b>
<b>Issues Encountered with Customer Relationship</b>
<b>Recommended Process, Policy, or Procedure Improvements</b>