LESSONS LEARNED TEMPLATE

What we did right. (e.g., Did key project stakeholders support this project and were they involved in the decision making? Was the entire team committed to the project and did they work well together?)

What we could improve. (e.g., If we had to do this project again, what is the one thing that you would change? What were the main bottlenecks, or obstacles, on the project that could have been changed and improved?)

What should we continue to do. (e.g., Continue using the cloud application that enables us to share team communication and document storage. The initial team meeting helped us make sure everyone understood the reasons and deliverables for the project.)

Any other comments: