Lessons Learned

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| --- | --- |
| Project Name: <List Project Name> | |
| Prepared by: <List Project Manager Name> | Date: |

Attendees

List all attendees

What WOrked Well?

1. Describe what worked well for the project.

What Could be improved?

1. Describe what did not go well in the project.

Based on What We Learned, What Will We Do Differently?

1. Describe what we will do differently for future project success