

Figure 1. Lessons Learned End-of-Project Report

Project Objective: _____

Departments Involved: _____

Prepared by: _____

Date: _____

List this project's three biggest successes:

Description	Factors that Promoted the Success

List other successes or insights that the team would like shared:

Description	Factors that Promoted the Success or Influenced the Insight

List areas where the project could have been more successful along with strategies for improving future projects:

Description	Suggestions for Improving Future Projects

Comments: