LESSONS LEARNED

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| **Project Title:** |  | **Date Prepared:** |  |

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| **Project Performance Analysis**   |  |  |  | | --- | --- | --- | |  | **What Worked Well** | **What Can Be Improved** | | Requirements definition and management |  |  | | Scope definition and management |  |  | | Schedule development and control |  |  | | Cost estimating and control |  |  | | Quality planning and control |  |  | | Human resource availability, team development, and performance |  |  | | Communication management |  |  | | Stakeholder management |  |  | | Reporting |  |  | | Risk management |  |  | | Procurement planning and management |  |  | | Process improvement information |  |  | | Product-specific information |  |  | | Other |  |  | | **LESSONS LEARNED**  **Risks and Issues**   |  |  |  | | --- | --- | --- | | **Risk or Issue Description** | **Response** | **Comments** | |  |  |  | |  |  |  | |  |  |  |   **Quality Defects**   |  |  |  | | --- | --- | --- | | **Defect Description** | **Resolution** | **Comments** | |  |  |  | |  |  |  | |  |  |  |   **Vendor Management**   |  |  |  |  | | --- | --- | --- | --- | | **Vendor** | **Issue** | **Resolution** | **Comments** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Other**   |  |  | | --- | --- | | **Areas of Exceptional Performance** | **Areas for Improvement** | |  |  | |  |  | |  |  | | | | | |