**Lessons Learned – Template**

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| **1. Decide on the format for the lessons learned log and the headings that will be included.** |
| Click or tap here to enter text. |

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| **2. Decide at what stage of a project the lessons learned log will be completed.** |
| Click or tap here to enter text. |

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| **3. Specify how information for learned lessons will be collected.** |
| Click or tap here to enter text. |

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| **4. Determine the mechanism for completing the lessons learned log.** |
| Click or tap here to enter text. |

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| **5. Delegate responsibility to an individual or group for compiling lessons learned and writing reports.** |