Client Project Lessons Learned Review Form

Project Name

Client Name

Review Date

Project Team Members

Separate names with commas

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1. What Went Well

Describe the things that worked effectively during this project.

2. What Didn't Go Well

Describe the challenges, issues, or obstacles encountered.

3. Lessons Learned

List key insights or takeaways gained from the project experience.

Consider process improvements, communication, deadlines, resources, etc.

4. Recommendations & Action Items

What best practices or changes should be implemented for future projects?

List specific action items, responsible persons, and deadlines (if any).