

# Project Retrospective: Lessons Learned Report

## Project Overview

Project Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Team Members: \_\_\_\_\_

Report Date: \_\_\_\_\_

Project Duration: \_\_\_\_\_

Objective:  
\_\_\_\_\_

## What Went Well

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## What Didn't Go Well

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Lessons Learned

Lesson	Impact	Recommendation

## Action Items

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Additional Comments

\_\_\_\_\_