

# 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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Additional Comments

\_\_\_\_\_