**LESSONS LEARNED SUMMARY**

Project Title: Date Prepared:

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 |  |  |
| Physical resource planning and control |  |  |
| Team planning, development, and performance |  |  |
| Communications management |  |  |
| Reporting |  |  |
| Risk management |  |  |
| Procurement planning and management |  |  |
| Stakeholder engagement |  |  |
| Process improvement information |  |  |
| Product-specific information |  |  |
| Other |  |  |

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**LESSONS LEARNED SUMMARY**

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 |
|  |  |
|  |  |
|  |  |

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**PROJECT CLOSEOUT**

Project Title: Date Prepared: Project Manager:

Project Description

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**PROJECT CLOSEOUT**

Performance Summary

|  |  |  |  |
| --- | --- | --- | --- |
|  | objectives | Completion Criteria | how Met |
| Scope |  |  |  |
| Quality |  |  |  |

Variances

|  |  |  |  |
| --- | --- | --- | --- |
|  | objectives/Final outcome | Variances | Comments |
| Time |  |  |  |
| Cost |  |  |  |

benefits Management

business Needs

risks and Issues

|  |  |  |
| --- | --- | --- |
| risk or Issue | response or resolution | Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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