

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Lessons Learned Log. The information for the Lessons Learned Log will be found within the IP Process of the PRINCE2 Manual. There is also a Product Description for the Lessons Learned Log at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Lessons Learned Log document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Lessons Learned Log document under its own name

Save the Lessons Learned Log document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Lessons Learned Log Document is completed check the document against the following Quality Criteria:

- Each management control has been considered.
- The reasons for all tolerance, deviations and corrective actions have been recorded.
- Input to the log is being done, minimally, at the end of each stage.
- Project Assurance and Project Support have been asked for their input.

- Statistics of the success of quality reviews and other types of test used are included.

PROJECT DOCUMENTATION

LESSONS LEARNED LOG

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Lessons Learned Log History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2 Table of Contents

	Page
1 Lessons Learned Log History	1
1.1 Document Location	1
1.2 Revision History	
1.3 Approvals	
1.4 Distribution	
2 Table of Contents	
3 Purpose	
4 Management/Quality Process Assessment	
5 Deviations	
6 Method/Tool Performance	
7 Recommendations	
8 Measurements of Effort	
9 Quality/Test Assessment	

Lessons Learned Log

3 Purpose

[The purpose of the Lessons Learned Log is to be a repository of any lessons learned during the project that can be usefully applied to other projects. At the close of the project it is written up formally in the Lessons Learned Report. Minimally it should be updated at the end of a stage, but sensibly a note should be made in it of any good or bad point that arises in the use of the management and specialist products and tools at the time of the experience]

4 Management/Quality Process Assessment

[What management and quality processes:

- went well
- went badly
- were lacking]

5 Deviations

[A description of any abnormal events causing deviations]

6 Method/Tool Performance

[Notes on the performance of specialist methods and tools used]

7 Recommendations

[Recommendations for future enhancement or modification of the project management method]

8 Measurements of Effort

[Useful measurements on how much effort was required to create the various products]

9 Quality/Test Assessment

[Notes on effective and ineffective quality reviews and other tests, including the reasons for them working well or badly]