|  |  |  |
| --- | --- | --- |
| **Project Name** | ***[Project Name]*** | **Lesson Learned Report Form** |
| **Phase** | *[Project Phase]* |
| **Client** | *[Client]* | **Proj. Mngr.** | *[Project Manager]* | **Date** | *[date]* |
| **Client’s Rep.** | *[Client’s Representative]* |  |  |
| **Contractor** | *[Contractor]* | **Observed by** | *[Author]* |
| **Sub-contract** | *[Sub-Contractor]* |
| This form shall be used to capture and report lessons learned during post project or phase review. Record all relevant information in simple language. Lessons shall be registered in the lessons learned register and become organizational process assets for future project consideration and improvement. (Please fill this form on your computer) |
| **1. Life Cycle** | *[click to choose an item]* |
| **2. Lesson Learned Information** |
| **2.1 Knowledge Area** | **2.2 Observation** |
| **a) Classification** | **b) Description** | **c) Recommendation** |
| *[click to choose an item]* |  | Positive | *[text]* | *[text]* |
|  | Needs Improvement |
|  |  |
| **3. Signature Observer** |
| **Date** |  | **Name** |  | Signature |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4. Review** | **Referred to Change Control Board** |  | **No** |  | **Yes, under change request number** |  |
| **Review Board Recommen-dation** |   |
| **Date** |  | **Name** |  | Signature |  |

|  |
| --- |
| **5. Registration** |
| **Recorded in Lessons Learned Register under registration number** |  | **Name** |  | **Date** |  | **Signature** |  |