

Project	<i>[Project Name]</i>			Lesson Learned Report Form			
Phase	<i>[Project Phase]</i>						
Client	<i>[Client]</i>			Proj. Mngr.	<i>[Project Manager]</i>	Date	<i>[date]</i>
Client's Rep.	<i>[Client's Representative]</i>						
Contractor	<i>[Contractor]</i>			Observed by <i>[Author]</i>			
Sub-contract	<i>[Sub-Contractor]</i>						

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
<i>[click to choose an item]</i>	<input checked="" type="radio"/> Positive <input type="radio"/> Needs Improvement	<i>[text]</i>	<i>[text]</i>

3. Signature Observer

Date		Name		Signature	
-------------	--	-------------	--	------------------	--

4. Review

		Referred to Change Control Board	<input type="checkbox"/> No	<input type="checkbox"/> Yes, under change request number	
Review Board Recommendation					
Date		Name		Signature	

5. Registration

Recorded in Lessons Learned Register under registration number		Name		Date		Signature	
---	--	-------------	--	-------------	--	------------------	--