

LESSONS LEARNED LOG

Project Name		Date	
Project Number		Document Number	
Project Manager		Project Owner/Client	

State the success or problem.	Describe contributing factor(s) or cause(s).	Describe the impact to the project.	Scope, time, cost, quality, human resources, communications, risk, or procurements?	What change or improvement could prevent the same problem from occurring again or ensure that the success reoccurs?

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Additional Comments:

