



Project	[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]	<input checked="" type="radio"/> Positive <input type="radio"/> Needs Improvement	[text]	[text]

3. Signature Observer			
Date		Name	Signature

4. Review		Referred to Change Control Board	No	Yes, under change request number
Review Board Recommendation				
Date		Name	Signature	

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