**SOFTWARE PROJECT LESSONS**

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| PROJECT NAME | CLIENT |
|  |  |
| PROJECT MANAGER | MEETING DATE | PROJECT COMPLETION DATE |
|  |  |  |
| ATTENDEES |
|  |

PROJECT SUMMARY

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| --- |
| Overview of project charter |
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| Criteria for evaluating success |
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PROJECT HIGHLIGHTS

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| What went well? |
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| What were the key accomplishments? |
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PROJECT CHALLENGES

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| What could have been better? |
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| What were key problem areas? |
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| What technical challenges got in the way? |
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| Additional Comments |
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PROJECT EVALUATION

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| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The original project goals were achieved. |   |   |
| The project met the original scheduled milestones. |   |   |
| Original cost projections were accurate. |   |   |
| The quality of deliverables met expectations. |   |   |
| The project plan was clearly communicated at all stages. |   |   |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed. |   |   |
| Risk was adequately controlled. |   |   |
| Issues were resolved in a timely manner. |   |   |
| Change control was constructive. |   |   |
| Project team members worked effectively together. |   |   |
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| Additional Comments |
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LESSONS LEARNED

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| Key Takeaways |
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| Ongoing Maintenance |
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| Outstanding Tasks |
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| Action Items and Owners |
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