

Lessons Learned

Project Title: _____

Date Prepared: _____

Project Performance Analysis

	What Worked Well	What Can Be Improved
Requirements definition and management	List any practices or incidents that were effective in defining and managing requirements.	List any practices or incidents that can be improved in defining and managing requirements.
Scope definition and management	List any practices or incidents that were effective in defining and managing scope.	List any practices or incidents that can be improved in defining and managing scope.
Schedule development and control	List any practices or incidents that were effective in developing and controlling scope.	List any practices or incidents that can be improved in developing and controlling scope.
Cost estimating and control	List any practices or incidents that were effective in developing estimates and controlling costs.	List any practices or incidents that can be improved in developing estimates and controlling costs.
Quality planning and control	List any practices or incidents that were effective in planning, assuring, and controlling quality. Specific defects are addressed elsewhere.	List any practices or incidents that can be improved in planning, assuring, and controlling quality. Specific defects are addressed elsewhere.
Human resource availability, team development, and performance	List any practices or incidents that were effective in working with team members and developing and managing the team.	List any practices or incidents that can be improved in working with team members and developing and managing the team.
Communication management	List any practices or incidents that were effective in planning and distributing information.	List any practices or incidents that can be improved in planning and distributing information.
Stakeholder management	List any practices or incidents that were effective in managing stakeholder expectations.	List any practices or incidents that can be improved in managing stakeholder expectations.
Reporting	List any practices or incidents that were effective in reporting project performance.	List any practices or incidents that can be improved in reporting project performance.
Risk management	List any practices or incidents that were effective in the risk management process. Specific risks are addressed elsewhere.	List any practices or incidents that can be improved in the risk management process. Specific risks are addressed elsewhere.
Procurement planning and management	List any practices or incidents that were effective in planning, conducting, and administering contracts.	List any practices or incidents that can be improved in planning, conducting, and administering contracts.
Process improvement information	List any processes that were developed that should be continued.	List any processes that should be changed or discontinued.
Product-specific information	List any practices or incidents that were effective in delivering the specific product, service, or result.	List any practices or incidents that can be improved in delivering the specific product, service, or result.
Other	List any practices or incidents that were effective, such as change control, configuration management, etc.	List any practices or incidents that can be improved, such as change control, configuration management, etc.

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Risks and Issues

ID	Risk or Issue Description	Response	Comments
	<i>Identify specific risks that occurred that should be considered to improve organizational learning.</i>	<i>Describe the response and its effectiveness.</i>	<i>Indicate what should be done to improve future project performance.</i>

Quality Defects

ID	Description	Resolution	Comments
	<i>Identify quality defects that should be considered to improve organizational effectiveness</i>	<i>Describe how the defects were resolved.</i>	<i>Indicate what should be done to improve future project performance.</i>

Vendor Management

Vendor	Issue	Resolution	Comments
<i>List the vendor</i>	<i>Describe any issues, claims, or disputes that occurred.</i>	<i>Describe the resolution.</i>	

Other

Areas of Exceptional Performance	Areas for Improvement
<i>Identify areas of exceptional performance that can be passed on to other teams.</i>	<i>Identify areas that can be improved on for future projects.</i>

Lessons Learned

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