Purpose: This form serves to systematically capture lessons learned from a completed project, facilitating continuous improvement. It provides a structured framework for teams to reflect on successes and challenges, ensuring valuable insights are translated into actionable steps for future projects.

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| **Project Success Assessment** | |
| **Project Name** | **Project Managers** |
| **Start Date:** Click or tap to enter a date. | **End Date:** Click or tap to enter a date. |
| **Did the project meet its objectives?**  Yes  No  If no, why? | |
| **Were the project deliverables completed successfully?**  Yes  No  If no, why? | |
| **Was the project completed within the planned budget**  Yes  No  If not, explain variances: | |
| **Was the project completed within the planned schedule?**  Yes  No  If not, explain variances: | |
| **Overall project satisfaction** *(Rate 1-5, 1=Very Dissatisfied, 5=Very Satisfied)*  Score Reasons: | |
| **LESSONS LEARNED**  What went well? (Strengths):      What could have been improved? (Weaknesses):      What unexpected opportunities arose?  What unexpected challenges or threats were encountered? | |
| **SPECIFIC AREAS FOR REVIEW**  **Planning**   * What planning aspects were effective? * What planning aspects could be improved?   **Communication:**   * How effective was communication within the team and with stakeholders? * What communication improvements are recommended?   **Execution:**   * What execution strategies were successful? * What execution challenges were encountered?   **Resource Management**   * Were resources (human, financial, material) managed effectively? * What resource management improvements are recommended?   **Risk Management**   * How effectively were risks identified and managed? * What risk management improvements are recommended?   **Stakeholder Management**   * How well were stakeholders engaged and managed? * How can stakeholder management be improved | |
| **Recommendations for Future Projects** | |
| **Additional Comments** | |
| **Signatures**  Project Manager: Date:    Project Sponsor: Date: | |

***Tips for Using This Template:***

1. *Facilitate a structured discussion: Use this form as a guide to facilitate a productive retrospective meeting.*
2. *Encourage open and honest feedback: Create a safe space for team members to share their thoughts.*
3. *Prioritize action items: Focus on the most important lessons learned and create actionable steps.*
4. *Document and share the results: Ensure the lessons learned are documented and shared with relevant stakeholders.*
5. *Follow up on action items: Track the progress of action items and ensure they are completed.*
6. *Customize: Feel free to change this template to better suit your needs.*