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.

|  |
| --- |
| **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 [ ]  NoIf no, why? |
| **Were the project deliverables completed successfully?** [ ]  Yes [ ]  NoIf no, why? |
| **Was the project completed within the planned budget** [ ]  Yes [ ]  NoIf not, explain variances: |
| **Was the project completed within the planned schedule?** [ ]  Yes [ ]  NoIf 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.*