

LESSONS LEARNED REPORT TEMPLATE

Try Smartsheet for FREE

PROJECT TITLE

DATE OF REPORT

--	--

TEAM MEMBERS

PROJECT MANAGER

--	--

GOALS

What were our goals in this project?	Were those goals achieved? (Y / N)

What new goals were added and achieved by project's end?

LESSONS LEARNED

What went well on this project?	How would you improve these processes for next time, if applicable?	Assigned To

What did not go well on this project?	How would you improve these processes for next time, if applicable?	Assigned To

Further Comments	
------------------	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.