

# PROJECT LESSONS LEARNED CHECKLIST

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PROJECT TITLE

CHECKLIST COMPLETED BY

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JOB TITLE

DATE OF COMPLETION

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TASK	COMPLETED?	COMMENTS
Schedule a Lessons Learned meeting within one week of the project's conclusion.	<input type="checkbox"/>	
Assign a meeting moderator and separate note taker.	<input type="checkbox"/>	
Send out a survey to collect feedback from the project team members.	<input type="checkbox"/>	
Create a meeting agenda and share it with the attendees.	<input type="checkbox"/>	
<i>During the meeting:</i>		
Recap the initial project objectives.	<input type="checkbox"/>	
Compare the expected results with the actual outcomes.	<input type="checkbox"/>	
Recap the project timeline, comparing the original plan with the actual experience.	<input type="checkbox"/>	
Use team feedback to lead a discussion on what worked well and what could have gone better.	<input type="checkbox"/>	
Identify and assign actionable items to improve future projects.	<input type="checkbox"/>	
Write a Lessons Learned Report based on meeting notes and key takeaways.	<input type="checkbox"/>	
Share the Lessons Learned Report with the company.	<input type="checkbox"/>	

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