Lessons Learned Review Worksheet

Use during a project or phase review. Transfer reusable lessons to the register.

Project _____

Phase or milestone _____

Review date _____

Facilitator _____

What worked and why?

What did not work and why?

What was unexpected?

What should we repeat?

What should we change or avoid?

What action follows, and who owns it?

General project review worksheet. Not a formal closure or after-action report.