

# Figure 1. Lessons Learned End-of-Project Report

Project Objective: \_\_\_\_\_

Departments Involved: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

## List this project's three biggest successes:

Description	Factors that Promoted the Success

## List other successes or insights that the team would like shared:

Description	Factors that Promoted the Success or Influenced the Insight

## List areas where the project could have been more successful along with strategies for improving future projects:

Description	Suggestions for Improving Future Projects

## Comments: