

<Project Name> Lessons Learned Meeting Agenda

<date> <time>

While every project is defined by a unique set of characteristics and circumstances, it is a mistake to view each project as a singular event. With every project there are valuable lessons for the future. Experience can be a great teacher if we look for and apply the lessons to be learned to improve project performance, procedures and results. Every project should include some type of review process, designed to determine what went right, what went wrong and how best to use that information for the future.

Objective

1. Identify what was done well in order to repeat those successes.
2. Identify opportunities for improvement (what was not done well and solutions for improvement).
3. Apply what we learned.

Rules of the meeting

- Avoid finger pointing.
- Remove emotions from issues and remain focused on improvement.
- Do not interrupt when issues are being presented.
- Speak freely, but professionally.
- Do not speak in general terms - be as specific as possible.
- Each issue should have a proposed solution.

Discussion Categories

- General Project Impressions
- Project Definitions/Objectives (were objectives realized - if not, why not?)
- Project Deliverables
- Project Management (project control/process)
- Project Involvement (timely involvement of resources)

Meeting Evaluation

Summary (action to take, items to add to "Lessons Learned" repository)