**HOW TO USE THIS TEMPLATE:**

### Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manag­er and help in the creation of the Lessons Log. There is also a Product Description for the Lessons Log at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the whole Lessons Log can be printed and ap­proved.

Prior to printing, you should delete all [....] prompt text.

Saving the Lessons Log document under its own name

Save the Lessons Log document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Lessons Log is complete check the document against the following Quality Criteria:

* The status indicates whether action has been taken
* Lessons are uniquely identified, including to which product they refer
* A process by which the Lessons Log is updated is defined
* Access to the Lessons Log is controlled
* The Lessons Log is kept in a safe place

PROJECT DOCUMENTATION

**LESSONS LOG**

|  |  |
| --- | --- |
| **Project:** |  |
| Release: |  |
| Date: |  |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: |  |
| Owner: |  |
| Client: |  |
| Document Ref: |  |
| Version No: |  |

# 1 Lessons Log History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

## 1.2 Revision History

**Date of this revision:**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
|  |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |  |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |

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## 3 Lesson Type

[The type of lesson being recorded:

* Project – to be applied to this project
* Corporate or programme – to be passed on to corporate or programme management
* Both project and corporate or programme management]

## 4 Lesson Detail

[Details may include:

* Event
* Effect (e.g. positive/negative financial impact)
* Causes/trigger
* Whether there were any early warning indicators
* Recommendations
* Whether it was previously identified as a risk (threat or opportunity)]

## 5 Date Logged

[The date on which the lesson was originally logged]

## 6 Logged By

[The name of the person or team who raised the lesson]

## 7 Priority

[In terms of the project’s chosen categories]