**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 Report. There is also a Product Description for the Lessons Report 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 Lessons Report can be printed and ap­proved.

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

Saving the Lessons Report document under its own name

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

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

* Every management control has been examined
* Statistics of estimates versus actuals are provided
* Statistics of the success of quality controls used are included
* Any appointed Project Assurance roles agree with the report
* Unexpected risks are reviewed to determine if they could have been anticipated
* Recommended actions are provided for each lesson (note that lessons are not ‘learned’ until action is taken)

PROJECT DOCUMENTATION

**LESSONS REPORT**

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

# 1 Lessons Report 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** |
|  |  |  |  |

# 2 Table of Contents

**Page**

### 1 Lessons Report History 1

1.1 Document Location 1

1.2 Revision History

1.3 Approvals

1.4 Distribution

### 2 Table of Contents

### 3 Executive Summary

### 4 Scope of the Report

### 5 Project Review

### 6 Measurements Review

### 7 Significant Lessons

## 3 Executive Summary

## 4 Scope of the Report

[e.g. Stage or Project]

## 5 Project Review

[A review of what went well, what went badly and any recommendations for corporate or programme management consideration. In particular:

* Project management method (including the tailoring of PRINCE2)
* Any specialist methods used
* Project strategies (risk management, quality management, communications management and configuration management)
* Project controls (and the effectiveness of any tailoring)
* Abnormal events causing deviations]

## 6 Measurements Review

[A review of useful measurements such as:

* How much effort was required to create the products
* How effective was the Quality Management Strategy in designing, developing, and delivering fit for purpose products (for example, how many errors were found after products had passed quality inspections)
* Statistics on issues and risks]

## 7 Significant Lessons

[For significant lessons it may be useful to provide additional details on:

* 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)]