

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

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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)]