Project Name: _____ **Date Prepared:** _____

1. **Project Overview**
   We recommend this section to ensure that a future reader understands enough about the project to decide whether it has any relationship to their project. We suggest creating standard categories for this section based on the type of projects done in your area of the business. Here are a few ideas:

   - Project Description (Project Purpose Statement and Measures of Performance)
   - Customer Overview
   - Team Members
   - Competitive Information (if applicable)

2. **Customer-Related Lessons Learned** (Use the categories that work for you)

   A. Success Areas
   B. Problem Areas
   - Problem Overview (for each issue)
   - Recommended Solution (for each issue)
   - Person accountable for implementing solution:
       - ( ) Project Manager of next, similar team
       - ( ) Other: _____ (name)

3. **Technology-Related Lessons Learned**

   A. Success Areas
   B. Problem Areas
   - Problem Overview (for each issue)
   - Recommended Solution (for each issue)
   - Person accountable for implementing solution:
       - ( ) Project Manager of next, similar team
       - ( ) Other: _____ (name)

4. **And So On . . .**