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|  |  | PMLCProject Management Life Cycle |

**The George Washington University**

**[Project Name]**

**Lessons Learned – Final Report**

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| **Prepared By:** | [Name(s) of Preparer(s)] |
| **Version:** | [Version Number #.#] |
| **Date:**  | [Date] |
| **Project Owner:** | [Name & Title of Project Owner][Department] |
| **Project Manager:** | [Name of Project Manager][Department][Contact Information] |

**Executive Summary**

**Project Background**

(Include start & end dates and Project Scope noting any changes from the Charter)

**Top Three Lessons Learned with Recommendations for Future Projects**

**Lessons Learned Contributors**

**Project Lessons Learned**

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| **What fortuitous events helped to get this project done (i.e. a particularly good technical resource, unexpectedly easy install, etc)? Where was significant time saved as a result?** |
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| **Considering the top four or five “usual suspects” (i.e. short timeline, miscommunication, lack of technical knowledge, etc.), to what extent did this project suffer from these?** |
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| **Has there been a project similar to this one in the past? If so, did we benefit form the Lessons Learned from that project? Which problems did we avoid and which did we repeat? Which knowledge and experiences from this project can we pass on to others?** |
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| **What unique or surprising pitfalls impacted the project?** |
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| **How was the communication between the team members?** |
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| **How can future planning and organization be improved to better meet project timelines and objectives?** |
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| **Additional Thoughts:** |
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| **What are the three most important lessons we learned on this project that we can pass on to future project teams?** |
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