

PRINCE2™ - Lessons Log

Project Name:			
Date:		Release:	Draft/Final
Author:			
Owner:			
Client:			
Document Number:			

Note: This document is only valid on the day it was printed

Revision History

Revision Date	Previous Revision Date	Summary of changes	Date of next revision:	Changes Marked

Approvals

This Document requires the following approvals. A signed Copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This Document should be distributed to:

Name	Title	Date of Issue	Version

Overview			
Purpose	<p>The Lessons Log is a project repository for lessons that apply to this project or future projects. Some lessons may originate from other projects and should be captured on the Lessons Log for input to the project's strategies and plans. Some lessons may originate from within the project - where new experience (both good and bad) can be passed on to others via a Lessons Report.</p>		
Contents	Page 3 contains the Lessons Learned Log		
Advice	<p>Derivation:</p> <ul style="list-style-type: none"> - Lessons Reports from other projects - Project mandate or Project Brief - Daily Log, Issue Register, Quality Register and Risk Register - Checkpoint Reports and Highlight Reports - Completed Work Packages - Stage Plans with actuals - Observation and experience of the project's processes. <p>Format and Presentation:</p> <p>A Lessons Log can take a number of formats, including:</p> <ul style="list-style-type: none"> - Document, spreadsheet or database - Stand-alone log or a carry forward in progress review minutes - Entry in a project management tool - Part of an integrated project register for all risks, actions, decisions, assumptions, issues, lessons etc. <p>Quality Criteria:</p> <ul style="list-style-type: none"> - The status indicates whether action has been taken - Lessons are uniquely identified, including to which product they refer - A process is defined by which the Lessons Log is to be updated - Access to the Lessons Log is controlled - The Lessons Log is kept in a safe place. 		

Lesson Type	Lesson Detail				
	Event	Effect	Causes/Trigger	Early Warnings?	Recommendations

