Lessons log – [Project]

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| **Lesson type** | **Lesson detail** | **Date logged** | **Logged by** | **Priority** |
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# Guidance on how to complete

***(Note: following completion of the Lessons Log the pages beyond this point can be deleted)***

## Purpose

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 approaches and plans. Some lessons may originate from within the project, where new experience (both good and bad) can be passed on to others.

## Composition

For each entry in the lessons log, the following should be recorded:

* **Lesson type** Defines the type of lesson being recorded, namely:
	+ project (to be applied to this project)
	+ corporate, programme management or the customer (to be passed on to corporate, programme management or the customer)
	+ both project and corporate, programme management or the customer
* **Lesson detail** The detail may include:
	+ 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)
* **Date logged** The date on which the lesson was originally logged
* **Logged by** The name of the person or team who raised the lesson
* **Priority**  In terms of the project’s chosen categories.

## Derivation

The lessons log is derived from the following:

* lessons 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.

## Format and presentation

A lessons log can take a number of formats, including:

* a document, spreadsheet or database
* a stand-alone log or a carry-forward in the minutes of progress review meetings
* an entry in a project management tool
* a part of an integrated project register for all risks, actions, decisions, assumptions, issues, lessons, etc.

## Quality criteria

The following quality criteria apply to the lessons log:

* 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.