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| --- | --- |
| **Project lessons learned**  *(please save this in your project documentation repository when complete)* |  |

Sample/typical project areas to discuss lessons learned:

|  |  |
| --- | --- |
| * Requirements * Testing * Launching the project * Working with the vendor * Resources | * Team communication * Campus communication * Scheduling and timing * Estimated vs. actual effort for the project * Clear completion criteria |

|  |  |  |
| --- | --- | --- |
|  | **Area** | **What went well / What didn’t go well** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

**Recommendations for future projects similar to this project:**