

Project	<project name>	Lessons Learnt Workshop
Date	<date>	
Timing	<start and finish times>	
Venue	<location>	
Attendees	<attendee names>	
Apologies	<names>	
Facilitator	<name>	

Today's objectives

- ✓ **To** capture lessons learned from the project, for the benefit of the individuals and the organisation
- ✓ **in a way that** reviews project success, and reflects on things that went well and things that could be improved
- ✓ **so that** the lessons learned can be published, for use by individuals and/or the organisation on future projects

Outcomes from workshop

- ✓ Lessons Learnt Report
- ✓ Action list

Today's agenda

ID	Topic	Led by	Duration
1	Introduction, today's objectives and ground rules: <ul style="list-style-type: none"> • constructive criticism and feedback • this is a closed door discussion • based on trust, no political gain • no second guessing later • leave rank at the door : this is a peer-to-peer review 	Facilitator	5 mins
2	Project History, key events, timeline, delivery approach, governance approach, business case, outcomes, benefits and operability	Project Manager	20 mins
3	Key Lessons Learnt: <ul style="list-style-type: none"> • personal lessons learnt • things we did well as a team • things we could have done better • areas outside the project that either helped or hindered delivery 	Facilitator	60 mins
4	Advice we would give to: <ul style="list-style-type: none"> • colleagues, asked to join a similar project • senior management, asked to sponsor a similar project 	Facilitator	20 mins
5	Carry-outs : any techniques, tools, templates, behaviours that you will take with you onto future projects	Facilitator	10 mins
8	Wrap up and next actions	Project Manager	5 mins