

## How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

## Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

## Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- 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.

*Insert project name*

Lessons log

Date: 24 July 2023

## Lessons log

**Project:**

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

---

---

## **2 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.]

---

## **3 Lesson detail**

[Details 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).]

---

## **4 Date logged**

[The date on which the lesson was originally logged.]

---

## **5 Logged by**

[The name of the person or team who raised the lesson.]

---

## **6 Priority**

[In terms of the project's chosen categories.]