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| Project/Tranche/Programme name | *Delete as appropriate* |
| Date: |  |
| Author: |  |
| Document reference: |  | Version: |  |

## Revision History

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| Date | Summary of changes | Version |
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**Distribution**

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| Distributed to: | Version | Date | Signature |
|  |  |  | *The signature of the person responsible for distribution* |
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| Date | Author | Type | Description | Impact | Recommended solution |
| Date lesson was entered into the log. | The person or persons who identified and logged the lesson1. | A classification of the lesson, for example:2* Governance
* Project Management
* Technical
 | A full description of the situation from which there is an opportunity to learn. It may be something that went well or something that didn’t go well. | What was the impact on the project or programme? If this can be described quantitatively then that should be included (e.g. the project was delayed by 1 month). | What suggestions are there for repeating what went well or avoiding what went badly. |
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1. The reason for identifying the author is that when the Lessons Log is used to create a Lessons Learned Report at the end of the project or programme, it may useful to go back to the original author for clarification. However, there will probably be times when someone identifies a potential lesson but does not want to be identified. What is important is that the lesson is captured and the collection of lessons learned should allow for anonymous submissions.
2. This field will be used to search for relevant lessons in the ‘Review previous lessons’ activity in the [Identification process](https://www.praxisframework.org/en/method/identification-process). The classifications should be tailored to the organisation’s context and, importantly, its maturity in collecting and using lessons learned. For example, the classification could be based on the knowledge topics and processes in the Praxis Framework but that requires a high level of understanding of the framework. Start with simple classifications and build as maturity increases.