

**Research Project Management**

Research Grant and Contract Services

Memorial University of Newfoundland

Bruneau Centre for Research and Innovation

St. John's, NL. A1C 5S7

# Instructions

Lessons Learned Template

Last Updated – September 2017

Copyright © 2017 Memorial University of Newfoundland

Lessons learned is the learning gained by carrying out project activities. Often times during a project, valuable learning/experience is gained in the management of an activity, or in your approach to a particular project issue. These experiences may have led to a positive or negative outcome, however regardless of the outcome, the lessons you have learned may be valuable to subsequent research projects that contain similar situations. The purpose of documenting lessons learned is to share and use knowledge derived from experience to:

* Promote the recurrence of desirable outcomes; and
* Preclude the recurrence of undesirable outcomes

It is recommended that these learning experiences be documented and communicated to the relevant project stakeholders at the end of a project. Lessons learned documentation should include the issue, your approach, the outcome, and recommendations for similar situations in the future. It is also recommended that this documentation be carried out during the course of the project to ensure accurate reflection of the project incidents.

This template consists of 7 questions to aid researchers in the documentation of lessons learned. Researchers are encouraged to add research specific questions to this template to aid in the lessons learned exercise.

This template also contains a ‘Project Outcomes’ field. Researchers may use this field to help document and summarize key project outcomes. Items may include, # of HQP trained, # of publications, # of Intellectual Property (IP) disclosures, or deliverables completed.

*If you have any questions regarding this Template, please feel free to contact us through our website: https://research-tools.mun.ca/rpm/*

# Lessons Learned Questions

|  |
| --- |
| 1. What worked well for this project or the project team? |
|  |
| 1. What didn’t work well for this project or the project team? |
|  |
| 1. What should have been done differently? Why? |
|  |
| 1. What surprises did the team handle, or what events were not anticipated during the project? |
|  |
| 1. Were the project objectives attained? If not, what changes would you recommend? |
|  |
| 1. What would you recommend for similar projects in the future? |
|  |

# Project Outcomes

|  |
| --- |
| Researchers may use this field to help document and summarize key project outcomes. Items may include, # of HQP trained, # of publications, # of IP disclosures, or deliverables completed. |
|  |