

Project Lessons-Learned Template



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LESSONS LEARNED TEMPLATE

General Project Issues and Communication

The questions are geared to your particular project but wherever appropriate you can comment about release-level issues too. Add any particular comments you wish.¹

1. How clearly defined were the objectives for this project?

Very somewhat not very not at all

2. How clearly defined were the objectives for your work?

Very somewhat not very not at all

3. How clear were you on your role in the project?

Very somewhat not very not at all

4. How adequately involved did you feel in project decisions?

Very somewhat not very not at all

5. How efficient and effective were project team meetings?

Very somewhat not very not at all

6. How efficient and effective were technical meetings?

Very somewhat not very not at all

7. How well do you feel the executives support this project?

Very somewhat not very not at all

8. How adequate has cross-functional participation been?

Very somewhat not very not at all

9. Do you feel appreciated, recognized and rewarded for your efforts?

Very somewhat not very not at all

10. To what degree is do you feel the entire team was committed to the project schedule?

Very somewhat not very not at all

¹ Adapted from ProjectConnections.com [www.Project Connections.com].

12. To what degree have any "people issues" gotten in the way?

___Very ___somewhat ___not very ___not at all

13. What communication, organization, and structural problems in general were encountered, and how could we have done better in these areas?

Schedule Estimation Issues

1. I was diverted to work on another project full-time.

- Project: Amount of time diverted for: _____
- Impact on your project work: _____

2. I overestimated the amount of time I would have each week to work on this project.

- The other work that interfered was _____
- The amount of time per week it took up was _____
- Impact: calendar schedule slip of ___days ___weeks ___ months

3. My initial schedule did not include some pieces of technical design or coding work that I subsequently realized I had to do.

- Describe briefly _____
- Impact: additional hours of work: _____

4. My initial schedule did not take into account certain project "other" work such as attending other people's design reviews, doing two rounds of my own design reviews, etc.

- Describe: _____
- Impact: calendar slip to my work of: ___ days ___ weeks ___ month _____

5. My estimates for particular tasks were not accurate.

- Describe: type of task, how "off" the estimate was (days, weeks) _____
- Why was it difficult to estimate? _____
- What would help get better estimates next time? _____

6. I unexpectedly had to re-do some work.

- Describe: (Did something in the system design change that forced you to redesign? Was there a spec misunderstanding, etc.?) _____
- Impact on your schedule: _____
- What could have helped prevent the problem? _____

7. Knowing what you know now, how would you do the scheduling/estimating process differently next time to avoid any problems noted above?

Design, Implementation, Test Processes

1. How effective was our architecture/system design process in phase 2 and 3?

Very somewhat not very not at all

Comments: _____

2. How effective were our functional specs?

very somewhat not very not at all

Comments: _____

3. How effective were our design (or implementation) specs?

Very somewhat not very not at all

Comments: _____

4. How effective were our design reviews?

Very somewhat not very not at all

Comments: _____

5. How effective were our code reviews or hardware reviews?

Very somewhat not very not at all

Comments: _____

6. How well were interfaces defined?

Very somewhat not very not at all

Comments: _____

7. How well were design and interface decisions documented?

Very somewhat not very not at all

Comments: _____

8. How effective has interaction/cooperation between technical "Sub-teams" been?

Very somewhat not very not at all

Comments: _____

9. How useful was your unit testing?

Very somewhat not very not at all

Comments: _____

Did you take unit testing into account in your schedule? _____

10. How smooth do you feel Integration has been?

__Very __somewhat ___not very ___not at all

Comments (why or why not?): _____

11. How comprehensive was integration testing, especially to allow testing to get off to a good start?

__Very __somewhat ___not very ___not at all

Comments: _____

Perceived Process Issues

1. Is there any way in which you think our development process hampered this project? If so, how?
2. What would you change about our development process?
3. What would you like to better understand or see better documented about how to use our process on this type of project?

Closing

1. What were up to five main causes for schedule slips, and how could we avoid those causes in the future?
2. Was the project significantly delayed/ hampered by outside dependencies (outside to the project that is)? Which ones? How to solve?
3. What were the main bottlenecks on the process?
4. What were the main sources of frustration in the project?
5. If we had to do over what is the one thing that you would change (related to process, not to technical solution)?

6. For the next project, how/ what could we improve in the way the project was conducted?

