**1.0 Project Information *Instructions:*** [0300-0390-005-C LESSONS LEARNED](https://it.nc.gov/document/lessons-learned)

|  |  |
| --- | --- |
| **Agency:** |       |
| **Project Name:** |       |
| **Project Manager:** |       |
| **Date Submitted:** |       |
| **Lessons Learned Submitted By:** |       |

# 2.0 Lessons Learned Data

To facilitate the organization of Lessons Learned data within the Enterprise Lessons Learned repository. For

each Lesson Learned: select the applicable PMBOK Knowledge Area; enter a Lesson Learned (“What went

right?”, “What went wrong?” or “What could have been improved?”); select the appropriate Action Required

entry (“None”, “Corrective Action” or “Preventive Action”); and, if necessary, enter a brief description of the

Action Taken.

| **Best Fit PMBOK Knowledge Area** | **Lesson Learned** | **Action Required** | **Action Taken** |
| --- | --- | --- | --- |
| Communication Mgmt |       | None |       |
| Communication Mgmt |       | None |       |
| Communication Mgmt |       | None |       |
| Communication Mgmt |       | None |       |
| Communication Mgmt |       | None |       |

**3.0 Lessons Learned Review and Validation**

| **Title** | **Name** | **Signature** | **Recommendation** | **Comments** | **Date****(MM/DD/YYYY)** |
| --- | --- | --- | --- | --- | --- |
| Lessons Learned Team Lead |       |       | Initiator - NA |       |       |
| Agency PMO |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| Business Owner |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| Additional (list) |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| **Title** | **Name** | **Signature** | **Validated** | **Comments** | **Date****(MM/DD/YYYY)** |
| Content Moderator |       |       | [ ]  Yes [ ]  No |       |       |

*The signatures above indicate the Business Owner and Agency representatives have reviewed the Lessons Learned as documented. All “Non-Concur” recommendations require comment. Signatures may be physical (scanned hardcopy) or may be submitted via email to the Content Moderator. When using email, the Agency shall attach a copy to this document for inclusion in the Lessons Learned Repository.*