## Lessons log

| Order | Area | Name | Problem/Success | Impact on the project | Recommendations | Recorded by Date | Dealt with by, Date |
|---|---|---|---|---|---|---|---|
| *Please state the unique identifier (order number)* | *Please state which areas of the project management this lesson concerns (integration, scope, finance, human resources, changes, risks, procurement, etc.)* | *Concisely and briefly characterise the discussed problem/success* | *Record the event which caused the problem or led to the project success?* | *What will be the impact of the event on the project, in particular outputs, time and budget.* | *Define the measures that might help not to repeat the error.* | *Fill in the name of the person who has processed the record and fill in the date the record was made.* | *Fill in the name of the person who has dealt with the record (who included the record into the Lessons Learned or excluded it) and the settlement date.* |
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