

# Lessons Learned

<b>Project name</b>		<i>Specify project name</i>			
<b>Area</b>	<b>Name</b>	<b>Keywords</b>	<b>Problem/Success</b>	<b>Effect on the project</b>	<b>Recommendations</b>
<i>Specify areas of project management concerned with the lessons learned (integration, extent, funds, human resources, changes, risks, procurement, communication, etc.)</i>	<i>Provide accurate and brief characteristics of the examined problem/success</i>	<i>Select several key words for searching</i>	<i>Describe an event which caused the problem or contrarily the success of the project</i>	<i>What was the effect of the event on the project, in particular on its outputs, time and budget?</i>	<i>Formulate measures by which it would be possible to prevent a reoccurrence of the given mistake.</i>