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# Project Information

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| **Project Name** |  |
| **Project Number** |  |
| **Date** |  |

**Lessons Log**

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| **Lesson Type** | **Lesson Detail** | **Date Logged** | **Logged By** | **Priority** |
|  | EventEffectCause/TriggerWhether any early warning indicatorsRecommendationsWhether previously identified as a risk |  |  |  |
| Both | Any requirements for training facilitiesmust be clearly understood. |  | PM |  |
|  | All staff should be given formal training in the quality review technique. The time for thisshould be built into Project and Stage Plan. |  | PM |  |
|  | All products, resources and activities should be checked forassumptions being made aboutthem at planning time. |  | PM |  |
|  | The Project Manager and user staff should receive training inwriting Product Descriptions. |  | PM |  |
|  | Time and resource requirements should be checked with the staffto be used to ensure that over-optimistic estimates are not made. |  | PM |  |
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(Both = project and programme)