# 

# Project Information

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

**Lessons Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Date Logged** | **Logged By** | **Priority** |
|  | Event  Effect  Cause/Trigger  Whether any early warning indicators  Recommendations  Whether previously identified as a risk |  |  |  |
| Both | Any requirements for training facilities  must be clearly understood. |  | PM |  |
|  | All staff should be given formal training in the quality review technique. The time for this  should be built into Project and Stage Plan. |  | PM |  |
|  | All products, resources and activities should be checked for  assumptions being made about  them at planning time. |  | PM |  |
|  | The Project Manager and user staff should receive training in  writing Product Descriptions. |  | PM |  |
|  | Time and resource requirements should be checked with the staff  to be used to ensure that over-  optimistic estimates are not made. |  | PM |  |
|  |  |  |  |  |

(Both = project and programme)