

Lessons log

What is the Lessons log and what is its purpose

The Lessons log is a **place the lessons learnt** are recorded by the project team during the entire life cycle of the project. It is used to provide a clear description of positive and negative events, their impacts and recommendations for future projects.

Recording of what we have learnt is a sign of mature project management. The main characteristic of the project is its uniqueness thanks to which the project team must often deal with tasks and problems which are quite new. The lessons learnt should be recorded by the team and consequently evaluated so that the teams working on future projects do not repeat the same mistakes and do not go down "dead end streets".

When is the document prepared

The Lessons log is filled in from **the start of the project until the evaluation of the project**.

Who participates in the preparation process

The Lesson log should be an open document with **all members of the project team** contributing to the document.

When is the document used

The Lessons log is evaluated in the post-project phase where reports are processed in the structured Lessons learned document, which forms a part of the organisational knowledge base.

Process of preparing the document

1. Fill in the identification data of the project and place the document in a place where it will be easily accessible to all members of the project team (either in an electronic or printed format).
2. Tell all members of the project team where the document is placed and about the advantages of recording the lessons learnt for future use.

Example of a completed form

Order	Area	Name	Problem/Success	Impact on the project	Recommendations	Recorded by Date	Dealt with by Date
1.	Integration management	Output specifications	Acceptance criteria have not been defined in detail – what constitutes a "successful graduate"?	The supplier provided a sub-par teaching course, but it was not possible to complain about the service.	To specify the acceptance criteria for outputs in detail with the contracting authority and to confirm the criteria in writing in the order, both objective and subjective criteria.	Jiří Krátký 13/06/2012	Alois Junek 31/08/2012
2.	Finance management	Pre-financing	The grant provider has been delayed 10 months with approving two, and consequently all other, monitoring reports for individual phases.	It is essential to arrange an overdraft account – to increase indirect expenditure (CZK 10,000).	To prepare a detailed financial plan and to arrange a pre-financing loan with the founder.	Karel Vostrý 15/06/2012	Alois Junek 31/08/2013
3.	Stakeholders' management	Motivating course participants	Before ordering a course, the participants stated their requirements with regard to the content and format of the course and the tutor running the course in a questionnaire.	Better specified briefs for course suppliers, and significantly more motivated participants	It shall become a rule that participants will be formally questioned before the start of negotiations with course suppliers.	Karel Ota 19/06/2012	Alois Junek 31/08/2013