



Dillon Enterprises

Fitting the Pieces Together

Lesson-Learned Document

[Project #: Project Name]

Date:

Version:

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Project Summary

- Provide a brief project overview and current stage (sprint) or phase of project.

Accomplishments and Successes

- Identify those project or milestone items that the team members think worked well.

Opportunities for Improvement by Phase

Overall Management

- Identify those project or milestone items that the team members did not think worked well.

Requirements and Design

- Identify those project or milestone items that the team members did not think worked well.

Development

- Identify those project or milestone items that the team members did not think worked well.

Testing

- Identify those project or milestone items that the team members did not think worked well.

Training

- Identify those project or milestone items that the team members did not think worked well.

Implementation

- Identify those project or milestone items that the team members did not think worked well.

Action Items

Owner	Description

Project Statistics

Total Number of Changes: nn

Outstanding Changes:

Change Number	Scheduled Date
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Total Number of Defects by classification: nnn

Critical	nnn
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High	nnn
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Important	nnn
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Number of Open Defects by classification:

Critical	nn
----------	----

High	nn
------	----

Important	nn
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Acceptance

Project Owner's Signature

Date

Production Support Manager Signature

Date

Author's Signature

Date

Appendix A Open Change Requests

Attach open change request log here

Appendix B Open Defects

Attach open defects report here