

Lesson Learned Report

| **Project Code:** | **Project Name:** |
| --- | --- |
| **Client Name:** |
| **Client Project Manager:** | **Project Manager:** |
| **Brief Scope:** |
| **Planned Start Date:** | **Actual Start Date:** |
| **Planned End Date:** | **Actual End Date:** |
| **Planned Effort:** | **Actual Effort:** |
| **SDLC Phase** | **Difficulties and Problems faced** | **Suggestions and Lessons Learned** |
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| **Prepared by:** | **Date:** |
| **Reviewed by:** | **Date:** |
| **Review Comments:** |