

Appendix 18.1 – Project Lessons Learned

University of Alaska Anchorage

Post-project review – Lessons learned

Project Manager:	Project Name:	Date:
Contractor Name:	Contractor Project Manager:	
Original Contract Value:	Final Contract Value:	

Executive summary

Project description (short description of project):
Project successes (bulleted list of only the most important things that went well):
Project problems (bulleted list of the only most important things that didn't go well):
Suggestions for future projects (bulleted list of only the most important suggestions for improvement):
Always Do: — —
Never Do: — —

Key learning points

Project team organization

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Scope definition

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Contract strategy

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Design

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Changes

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

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—

Procurement

What Went Well

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—

What Didn't Go Well

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—

What Improvements Could Be Made in the Future

—
—

Construction

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Safety

What Went Well

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—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

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—

Commissioning

What Went Well

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—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Risk management

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

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—

Asset management handover

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

(Add any other areas as appropriate to the project)

What Went Well

—
—

What Didn't Go Well

—
—

What Improvements Could Be Made in the Future

—
—

Distribution

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	Name
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