

# Appendix 18.2 – Workshop Project Lessons Learned

University of Alaska Anchorage

Post-project review – Lessons learned

<b>Project Manager:</b>	<b>Project Name:</b>	<b>Date:</b>
Contractor Name:	Contractor Project Manager:	
Original Contract Value:	Final Contract Value:	

## Executive summary

**Project description (short description of project):**

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**Project successes (bulleted list of only the most important things that went well):**

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**Project problems (bulleted list of the only most important things that didn't go well):**

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**Suggestions for future projects (bulleted list of only the most important suggestions for improvement):**

**Always Do:**

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**Never Do:**

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# Key learning points

## Project team organization

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Scope definition

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Contract strategy

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Design

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Changes

### What Went Well

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### What Didn't Go Well

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### 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

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## Construction

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Safety

### What Went Well

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### What Didn't Go Well

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### 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

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### What Improvements Could Be Made in the Future

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## Risk management

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## Asset management handover

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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## (Add any other areas as appropriate to the project)

### What Went Well

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### What Didn't Go Well

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### What Improvements Could Be Made in the Future

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# Distribution

Full report	Executive leadership
	<b>Name</b>
	<b>Others</b>