

Lessons Learned Ideas

A lessons learned document is a useful tool that is used and applied in numerous scenarios. You need to identify which kind of document works best for you through various kinds of lessons learned ideas and examples.

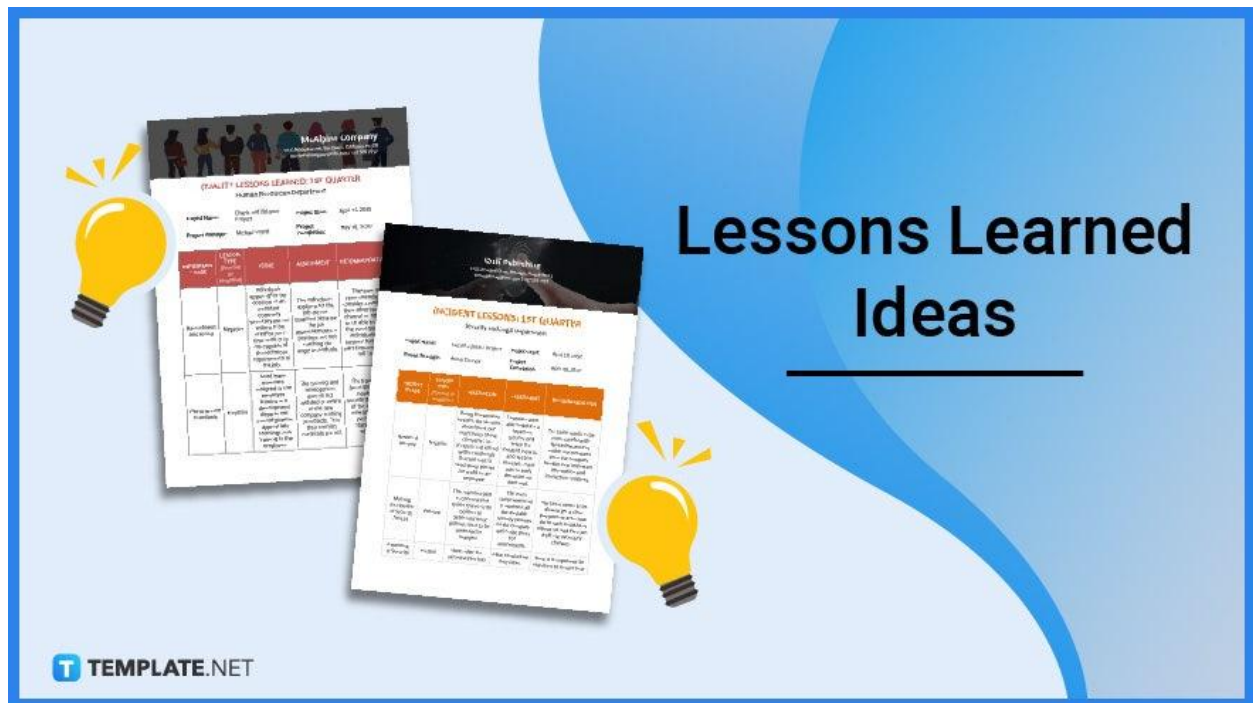


Table of Content

- [Business Lessons Learned Ideas and Examples](#)
- [Construction Lessons Learned Ideas and Examples](#)
- [Bid Lessons Learned Ideas and Examples](#)
- [Incidents Lessons Learned Ideas and Examples](#)
- [Audit Lessons Learned Ideas and Examples](#)
- [Quality Lessons Learned Ideas and Examples](#)
- [Proposal Lessons Learned Ideas and Examples](#)
- [Event Lessons Learned Ideas and Examples](#)
- [Engineering Lessons Learned Ideas and Examples](#)
- [Army Lessons Learned Ideas and Examples](#)
- [FAQs](#)

When running a business it is safe to say that every employee and business owner is bound to experience positive and negative results. This is why it is essential to prepare a **business lessons learned** document, a tool that can help businesses in various ways. It should be able to identify the problems in whatever projects and programs the business is engaged in, establish its results, and work on finding improvements.

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Construction Lessons Learned Ideas and Examples

A [construction lessons learned](#) document is quite valuable for construction project management. It's because projects of this kind involve a lot of processes and phases before it gets completed. Identifying the positive and negative results will bring about recommendations that may create a favorable outcome.

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Maverick Construction
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CONSTRUCTION LESSONS LEARNED: 1ST QUARTER
Engineering and Architecture Department

Project Name: Project Eagle **Project Start:** January 10, 2050
Project Manager: Cameron Greene **Project Completion:** June 30, 2050


PROJECT PHASE	LESSON TYPE (Positive or Negative)	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Planning	Positive	In this phase, the engineering team and the architecture team first meet with the client to discuss the client's design and construction requirements.	The team was able to successfully conduct their initial interview with the clients and has successfully presented their proposal drafts and blueprints.	The team needs to get the feedback from the client to determine what was lacking in their interview and proposal so they further improve in the future.
Pre-Construction	Positive	In this phase, the engineering and architecture team put together and plans out all the supplies and other construction materials and	During this phase, the team was able to effectively communicate with each other so that they can come up with a complete and	Although the team was able to communicate and work together effectively, it is still important for the team to go over their process and analyze

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Bid Lessons Learned Ideas and Examples

Bidding for a new project or a contract can be a tedious job as you must be able to promote, share, and give careful emphasis to your services and products in order to be chosen. A [bid lessons learned](#) report is an essential document to help your team go over the entire process, whether you won the bid or not. This helps the team improve their bidding style and process in due time.



Carter Construction Supplies

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BID LESSONS: 1ST QUARTER

Finance and Accounting Department

Project Name:

GrammarPlus Software Project

Project Start:

March 10, 2050

Project Manager:

George Cole


Project Completion:


June 25, 2050


PROJECT PHASE	LESSON TYPE <i>(Positive or Negative)</i>	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Bid Solicitation	Negative	It is in this phase where the contractor company sends out invitations to make bids. It is also the chance for the team to ask for all the necessary information and history of the contractor so they can bid accordingly.	This phase was not performed well by the team because they were not able to ask the right questions from the contractor company, thus, it made the drafting of the bidding much more difficult.	The team needs to work on knowing what questions and information are important because this is a very crucial stage that needs to be worked at.

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Incidents Lessons Learned Ideas and Examples

Incidents are unfortunate events that are either unpredictable or planned. Regardless of how it happened, it is essential to understand what happened and what should be done to avoid it from happening again. An [incident lessons learned](#) is a great tool that can help create action plans and policies and ensure strict safety compliance is followed.

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Quill Publishing

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INCIDENT LESSONS: 1ST QUARTER

Security and Legal Department

Project Name:Security Breach ProjectProject Start:April 10, 2050

Project Manager:Adam ConnorProject Completion:April 30, 2050

PROJECT PHASE	LESSON TYPE <i>(Positive or Negative)</i>	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Breach of Security	Negative	During the security breach, the security team found out that copies of the company's in-progress and edited written materials that are sent to third-party parties for profit by an employee.	The team were able to detect a breach in security only when the incident blew up and became massive. There was no early detection on their end.	The team needs to be more careful with tightening security within the company since the company handles very important information and intellectual property.
Meeting and Review of Security Policies	Positive	The team decided to convene and review the security policies to determine what policies need to be amended or changed.	The team comprehensively reviewed all the available security policies of the company and made plans for amendments.	The team needs to be able to get a clear perspective as to how the breach could have slipped so that they can draft the necessary changes.

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Auditing is the analysis and examination of financial, operational, and strategic goals and processes in organizations to determine whether they are in compliance with the stated principles. Even such a practice needs its own [audit lessons learned](#) document to ensure that the auditing conducted is done right. To help you prepare one, make use of our [template](#) so you are able to properly design and layout it's content.



Quality Lessons Learned Ideas and Examples

Maintaining the quality of a product, service, process or program is quite important. Since there are certain standards that should be followed and maintained. A [quality lessons learned](#) is an effective tool that can aid management in determining the positive and negative effects of a certain subject and from there on developing ways to improve their systems and designs.



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QUALITY LESSONS LEARNED: 1ST QUARTER


Human Resources Department

Project Name: Check and Balance Project
Project Start: April 10, 2050
Project Manager: Michael Wyatt
Project Completion: May 10, 2050

DEPARTMENT TASK	LESSON TYPE (Positive or Negative)	ISSUE	ASSESSMENT	RECOMMENDATION
Recruitment and Hiring	Negative	Individuals applying for the position of an assistant company secretary are not willing to be hired for part-time work or is not capable of the technical requirements of the job.	The individuals applying for the job are not qualified because the job advertisements or postings are not reaching the target individuals.	The team is recommended consider a switch their advertisement channel or network to be able to reach the more qualified individuals and suggest turning the part-time position to full-time.
Performance Standards	Negative	Most team members assigned to the employee training and development	The training and development team is not updated or aware of the new company training	The training and development team needs to be recalibrated in line with the company's new and updated

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Proposal Lessons Learned Ideas and Examples

Proposals are important business documents that can help you win a project or close a business deal. This is why understanding and determining the positive and negative results and experiences will help the team prepare and develop strategies in order to win a deal. This is effectively done by preparing [proposal lessons learned](#) document in order to create a summary of collected data and results and use this information to build recommendations.

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Ashton Company

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PROPOSAL LESSONS LEARNED: 1ST QUARTER

Sales and Marketing Department

Project Name:Project Fur WalksProject Start:April 10, 2050

Project Manager:Carlos GrahamProject Completion:April 30, 2050

PROJECT PHASE	LESSON TYPE (Positive or Negative)	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Planning	Positive	During this phase, what the team will do will be to conduct client interviews and meet together so that they may gather the information needed to begin with the drafting of the proposal.	Based on the assessment, this phase was successful for the team. They were able to effectively plan and draft their business proposal for the client.	The team needs to review their communication and teamwork process to see what needs to be improved more.
Proposal Pitching	Negative	During the proposal, the team did the actual pitching of the business proposal of a client's dog walking business information.	During the pitching, although the team had an excellent business proposal presentation, there were some technical issues that took up most of the client's time.	The team needs to be more prepared not only with their business proposal but also the other aspects involved when presenting business proposals to the clients.



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Event Lessons Learned Ideas and Examples

Every event may end up successfully or may have a ton of problems which is why it is crucial for event planners to go over an [event lessons learned](#) report. By preparing such documents, planners are able to meet with their team, go over their experiences and determine the best course of action which will help them in their planning. To help you prepare, go over our template so you are able to conceptualize what you need to incorporate into this document.

Exquisite Parties

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EVENT LESSONS: 1ST QUARTER

Event Coordination Department

Project Name: VIP Wedding EventProject Start: January 10, 2050

Project Manager: Austin BrooksProject Completion: December 29, 2050

PROJECT PHASE	LESSON TYPE <i>(Positive or Negative)</i>	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Initial Interview With the Client	Positive	For this first phase, the team conducted an initial interview with the client to gather information on the client's design, food, the theme, and event ideas. During this consultation, the team will ask all the necessary questions required for them to come up with the right proposal for the client.	The team was able to effectively ask the client their preferences and their ideas for their wedding. The interview was conducted on just the right amount of time and with all the necessary information needed.	Although the interview was conducted effectively, to perform better the next time, the team must perform research ahead of time about their client so that they can prepare their questions ahead of time as well.
Event Planning Proposal to Client	Negative	During this step, the team will do will be to come up with a proposal draft about details of the	Even though the team was able to conduct a very effective interview, with the proposals, the client	The t more infor gath inter

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For those in charge of the engineering aspects of a project, it is important to understand that engineers and their teams follow a set of processes and procedures to get their work done. An [engineering lessons learned](#) report is a vital tool that can help engineers take note of all those relevant experiences and knowledge and translate all these data into improving their work. Our template here is designed to help you create this document to make sure you've got everything covered.



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Engineering and Architecture Department

PROJECT PHASE	LESSON TYPE (Positive or Negative)	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Design Exploration	Positive	In this phase, what the engineering team is to take into consideration all of the client's suggestions and check out some design ideas that they can use for the project.	Based on the assessment, the team was able to successfully come up with various designs which are in accordance with the client's wishes.	As a recommendation, for the team to better improve their design exploration, they must continually keep themselves up to date with the technicalities of engineering design.
Design Optimization	Negative	Here, what the engineering team does is support their chosen design with mathematical formulas to check their accuracy.	During this stage, the engineering team often had to change most parts of the plans because they couldn't be mathematically supported.	Here, what the team needs to do is to conduct assessments of every step of their design so they can make changes when necessary.
Design Communication	Positive	Design communication refers to the engineering team communicating with the client the details of their design proposal.	During this phase, the team was able to communicate well with the client and the client immediately approved their design.	The team must also get feedback from the client on how they could have done better and they will meet as a group later so they can discuss and see how it can be fixed.



Army Lessons Learned Ideas and Examples

Being a soldier in an army can teach you a lot of things in the most challenging environment. Army instructors and teachers also have their own set of procedures when it comes to teaching and training. An [army lessons learned](#) document is a helpful tool in providing improvement and recommendations to guarantee that everyone involved is able to use what they have learned during each session.

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United States Army

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ARMY LESSONS: 1ST QUARTER

Supplies and Maintenance Department

Project Name:Project Military SuppliesProject Start:October 10, 2050

Project Manager:Vincent MilesProject Completion:November 10, 2050

ISSUES	LESSON TYPE (Positive or Negative)	DESCRIPTION	ASSESSMENT	RECOMMENDATION
Insufficient Equipment	Positive	For this issue, the army is often left without the necessary equipment they need for their various operations.	Here, the team was able to successfully find out the root cause for the insufficient equipment and it is because the equipment is often not of good quality so they break down and will have to be ordered again.	Here, from the get go, it is important that the teams where these equipment are deployed must always make sure that they know what orders to make and also the Jones doing the purchasing must make sure that the quality is good so that the chances of destroying equipment are reduced.
Overspending for Supplies	Negative	Here, the army is often going over budget with their purchase of supplies and equipment because they often have to make multiple orders for the same equipment	For this issue, the team found out that there is overspending because there are several mistakes made when ordering and when the supplies come they often have to be	Here, because there is a budget, the team needs to carefully plan out what they need to order so that no more additional changes will be made and deliveries can be made promptly.

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FAQs

How do you identify lessons learned?

Lessons learned are identified at any point or phase of an ongoing project, session, or program however its most critical times are at the end of the project, at the end of each phase, and in real-time—that's when you learn the lesson.

What is included in the lessons learned report?

A lessons learned report includes a record of surveys and collected input from members of the team, and with this data, reports are prepared for analysis.

When should lessons be learned?

Lessons are learned at any point or once it creates an impact on you, and for those involved in projects, its key time is towards the project's closure where ample data is used for evaluation.

Why are lessons learned important to project closure?

While a project is nearing its completion, the purpose of creating a lessons learned document is to help the team identify their failure and success during its whole duration; in this way, projects can replicate past success and prevent failure in future projects.

Why should project managers record lessons learn?

Project managers should record lessons learned in order to create a report so that the team can participate in evaluating and then contribute their recommendations for further improvement.

What is a lessons learned analysis?

A lessons learned analysis is a forthright discussion between a manager and the team where both parties find ways to improve change initiatives and work on strategic points regarding new assignments and ongoing projects.

What are the characteristics of lessons learned?

The characteristics of a lessons learned report should have a clear definition of the project/program, a detailed collection of the data needed, and a background summary of how the lesson was learned, and then its benefits.

What is the objective of a lessons learned meeting?

The main objective of a lesson learned meeting is to provide input and feedback in order to develop recommendations for improvement.

How do you organize lessons learned?

To organize your lessons learned document, first, you need to gather information so you can use such as comments and experiences, and then create a table where you can organize each variable, provide a description, and then a column for the recommendations.

How to use a project lessons learned?

Use all those collected data to establish advice and suggestions that can help reform the processes.

How to document a lessons learned format?

Select one of our lessons learned templates that have been formatted to meet your needs, and from there, you can record and complete your lessons learned document.

What makes a good lesson learned?

A good lessons learned document is complete, detailed, and filled with honest opinions from the team and this information is proven valuable to use for evaluation.