

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2® Method and is designed to prompt the Project Manager and help in the creation of the Lessons Log. There is also a Product Description for the Lessons Log at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Lessons Log can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Lessons Log document under its own name

Save the Lessons Log document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Lessons Log is complete check the document against the following Quality Criteria:

- The status indicates whether action has been taken
- Lessons are uniquely identified, including to which product they refer
- process is defined by which the lessons log is to be updated
- Access to the Lessons Log is controlled
- The Lessons Log is kept in a safe place

PROJECT DOCUMENTATION

LESSONS LOG

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Lessons Log History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2 Table of Contents

	Page
1 Lessons Log History	1
1.1 Document Location	1
1.2 Revision History	
1.3 Approvals	
1.4 Distribution	
2 Table of Contents	
3 Lesson type	
4 Lesson detail	
5 Date logged	
6 Logged by	
7 Priority	

3 Lesson type

[Defines the type of lesson being recorded:

- Project – to be applied to this project
- Corporate, programme management or customer– to be passed on to corporate, programme management or the customer
- Both project and corporate, programme management or the customer]

4 Lesson detail

[Details may include:

- Event
- Effect (e.g. positive/negative financial impact)
- Causes/trigger
- Whether there were any early warning indicators
- Recommendations
- Whether it was previously identified as a risk (threat or opportunity)]

5 Date logged

[The date on which the lesson was originally logged]

6 Logged by

[The name of the person or team who raised the lesson]

7 Priority

[In terms of the project's chosen categories]