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| THE UNIVERSITY OF TENNESSEE | *ut* |
| **Health Science Center** |
| **Information Technology Services****PROJECT MANAGEMENT OFFICE**Lamar Alexander Building877 Madison Ave, Room 620AMemphis, TN 38163Tel: (901) 448-8040 Fax: (901) 448-8199 |

**LESSONS LEARNED**

**PROJECT NAME:**

**PROJECT MANAGER:**

**DATE COLLECTED:**

## Project Description

*A high-level overview of the project, as listed in the Project Charter.*

# Project Successes

*Capture at least 3 of the key successes achieved by the project and the factors that related to their success.*

# Project Shortcomings

*Capture difficulties or shortcomings encountered throughout the project lifecycle – Things that didn’t go so well and could have been better.*

# Recommended Changes

*Document the things that you would/could do differently next time to improve or mitigate the difficulties described previously. Where the shortcomings are considered tactical, these items are considered more holistic and strategic in nature.*

# Incomplete Work

*Identify any deliverables or milestones that have not been completed as originally planned, the reason for the delay, and planned approach for completing (if applicable).*