

PURPOSE/OBJECTIVES/GOALS:

World: _____

Local: _____

Fellowship: _____

Description: _____

To Do List:

Contacts:	Phone or Email	Title or connection
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Project Lessons Learned

Lessons learned questions

- What worked well—or didn't work well—either for this project or for the project team?
- What needs to be done over or differently?
- What surprises did the team have to deal with?
- What project circumstances were not anticipated?
- Were the project goals attained? If not, what changes need to be made to meet goals in the future?

Top 3 Significant Project Successes

1. .
2. .
3. .

Other Notable Project Successes

1. .
2. .
3. .

Project Shortcoming	Recommended Solutions