

Project lessons and action template

Capture one observed experience and a practical improvement. Separate evidence from interpretation. Review whether the next action helps in a similar situation.

Describe the experience

Project context and activity

Intended outcome and observed result

Evidence and source

Relevant constraints and conditions

Contributing factors and uncertainty

Good practice or improvement proposed

Apply and review the learning

Where the lesson could apply

Specific action and approval needed

Action owner and due date

How the result will be checked

Sharing location and confidentiality

Review result and retain revise or stop

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep confidential information out of shared copies.