

**PROMPT WO-027**

Write a Lessons Learned Report

Purpose

Use this prompt to create a professional Lessons Learned Report at the end of a project, event, process improvement, or major activity. It captures successes, challenges, key insights, and recommendations to help improve future projects and avoid repeating mistakes.

DIFFICULTY **Intermediate****TIME SAVED** **30–45 min****BEST FOR****Project Reviews**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Project Manager responsible for continuous improvement.

Create a professional Lessons Learned Report using the information below.

Project or Activity:

[Insert project or activity name]

Project Duration:

[Insert dates]

Report Author:

[Insert name or role]

Project Objectives:

[Describe the objectives]

What Went Well:



[List successes]

Challenges Encountered:

[List issues or obstacles]

How Challenges Were Resolved:

[Describe the actions taken]

Key Lessons Learned:

[List the lessons]

Recommendations for Future Projects:

[List recommendations]

Supporting Data (optional):

[Provide metrics or evidence]

Tone:

Professional, objective and focused on continuous improvement.

Please:

- Create a professional Lessons Learned Report.
- Include an overview of the project.
- Summarise achievements and successes.
- Describe challenges objectively.
- Identify lessons learned.
- Provide practical recommendations for future projects.
- Include an action plan where appropriate.
- Finish with a conclusion and document ownership details.

Return only the completed Lessons Learned Report.



Example

INPUT

Project: CRM Implementation

Objectives:

- Replace legacy CRM
- Improve customer reporting
- Increase automation

What Went Well:



- Project delivered on time
- Strong stakeholder engagement
- Successful user training

Challenges:

- Delays in data migration
- Initial user resistance

Lessons Learned:

- Start data cleansing earlier.
- Increase communication during testing.

EXPECTED OUTPUT

Lessons Learned Report

Project Overview

The CRM implementation project successfully replaced the legacy system while improving reporting capabilities and business automation.

Successes

- Project completed on schedule.
- Excellent collaboration between departments.
- High user adoption following training.
- Customer reporting significantly improved.

Challenges

- Data migration required additional validation.
- Some users were initially resistant to change.

Lessons Learned

- Begin data cleansing well before migration.
- Communicate project updates more frequently.
- Involve end users earlier in testing.
- Allocate additional time for user acceptance testing.

Recommendations

- Develop a formal data migration checklist.
- Introduce weekly stakeholder updates.
- Schedule additional user workshops before implementation.
- Conduct post-launch reviews after 30 and 90 days.

Action Plan — see table below



ACTION	OWNER	TARGET DATE	STATUS
Create migration checklist	Project Manager	Next Project	Planned
Update project template	PMO	Next Quarter	Planned
Improve communication plan	Communications Team	Next Project	Planned

CONCLUSION

Overall, the project achieved its objectives successfully. Applying these lessons to future projects will improve planning, reduce implementation risks, and support even stronger project outcomes.

Document Control

Document Owner: Project Management Office

Review Status: Final

 **Builder's Tip:** *The goal of a Lessons Learned Report isn't to assign blame—it's to capture knowledge. Document both successes and challenges honestly so future teams can build on what worked and avoid repeating the same issues.*

Related Prompts

- WO-021 – Write a Professional Business Report
- WO-026 – Create a Risk Assessment Summary
- WO-028 – Create a Project Closure Report
- WO-029 – Write a Business Case

Tags

LESSONS
LEARNED

CONTINUOUS
IMPROVEMENT

PROJECTS

BUSINESS

PROJECT
MGMT