NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

LESSONS LEARNED MEETING AGENDA

Purpose:	*Document the results of the project in order to provide a thorough review of the lessons and a resource for future projects. A facilitator from outside the project may provide added value to the Lessons Learned Meeting.*
Target Audience:	*Project Manager, Project Sponsor, Project Repository*

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:
Time (from-to):
Location:

Invitees: *List the names of the individuals invited to the meeting. Invitees should include the Project Manager, Project Team, Project Director, Project Sponsor, and any Customers with a vested interest in the project.*

Name (Project Manager), Name (IT Lead), Name (Role), Name (Role), etc..

Attendees: *During the meeting, note who actually attended. If attendees arrived late or left early, indicating they missed some of the topics discussed, note their arrival or departure time.*

☐ Name (Project Manager)   ☐ Name (Role)
☐ Name (Role)   ☐ Name (Role)
☐ _____   ☐ _____

Be sure that one of the Project Team members in attendance is scribing for the session, capturing important project-specific information that requires further review or discussion as well as potential issues that could impact the project. At the end of the meeting, the Project Manager and Project Team should review these points as well as any other notes captured by other team members to identify any additional actions required. The notes will be compiled into meeting minutes to be distributed to all the attendees and retained in the project repository.

AGENDA:
Use the following suggested time as guidelines – the time you need to cover agenda topics will vary depending upon the needs of the project.

Topic	Presenter Name	Time (Minutes)
Introductions	Project Manager	5 min.
Project Manager welcomes everyone and briefly states the objective of the meeting.		
Lessons Learned Topics *The topics to be discussed will be derived from the Lessons Learned Survey results*	Project Manager	45-60 min
TBD		
TBD		
TBD		
TBD		
Questions		

ADDITIONAL INFORMATION:
Handouts:
Provide a list of the materials to be distributed to the attendees.