

**Template: Lessons learned review**

At the end of your next planning phase (or bite) answer the questions below and identify the changes when you plan the next phase of work.

How accurate were my estimates?
Was anything significantly longer (or shorter) than expected?

What issues did I encounter that I hadn't anticipated?

What went particularly well that I want to repeat?

What went badly, and why?

Have any new stakeholders emerged?

Are all the stakeholder expectations aligned and managed and do key stakeholders remain satisfied?

Are my goals still relevant, viable, achievable and en route to where I want to go?

In summary, what changes will I make for the next phase of work?