Excel Templates Guides, Description, Download and installation.

SMB Lesson Learned Template

Lesson Learned Register

Lesson ID	Date Logged	Logged By	Knowledge Area	Lesson Type	Lesson Impact	Potential Risk	Description	Impact	Learning Recommendation	Accepted
				Project Lessons Learnt Register				Created by		
			Last Date Updated:		Monday, 2 August 2021					
LL01	06/02/2021	Brian Sullivan	Integration	Success	4 Medium / High	Yes	Scopes missed during processes and not identified until design phase. More emphasis on process phase and customer requirements required	Rework and wastage of cost	Project Board	Accepted
LL02	06/02/2021	Joe Smith	Time	Potential Improvement	3 Medium	Yes	Project costing needs to be improved	Overrun on some phases	PM	Accepted
LL03	06/02/2021	Joe Smith	Quality	Success	5 High	No	Quality of documentation considered very high	No rework	Project Board	Accepted
LL04	06/02/2021	Brian Sullivan	Risk	Potential Improvement	2 Low / Medium	Yes	Risk assessment considered to be correct	All risks captured	Project Board	Rejected
LL05										
LL06										
LL07										
LL08										
LL09										
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LL38										

Description

A project document used to record knowledge gained during a project so that it can be used in the current project and for future projects. Capturing lessons learned should be an on-going effort throughout the life of the project

How to Use

ID

Give each Lesson Learnt a unique ID so that it can be tracked easily and cross referenced and included in reports on Lesson Learnt. Example: LL01, LL02, LL03...

Date Logged

This is the date the Lesson Learnt was logged in the register.

Logged by

The person who Logged the Lesson Learnt

Knowledge Area

What knowledge area was the lesson logged.

Lesson Impact

What is the Lesson impact on the current and future projects. Low, Low/Medium, Medium, Medium/High, or High

Potential Risk

If this lesson is not logged, is it a potential risk to current and future projects

Description of Lesson Learnt

An example of this could be missed scope and misalignment of expectations.

Impact of Lesson

Potential rework and redesign at cost.

Learning Recommendation

This could be a learning for the Project Board, Pre-Sales, future project management tasks

Status

Here you enter the Status here, the Lesson is either accepted or rejected.

How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer
   a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File.
   a. After saving the file, locate the file in the Windows Explorer.
   b. Right-click the file and select Properties.
   c. Make sure the Unblock box is checked near the bottom of General Tab.
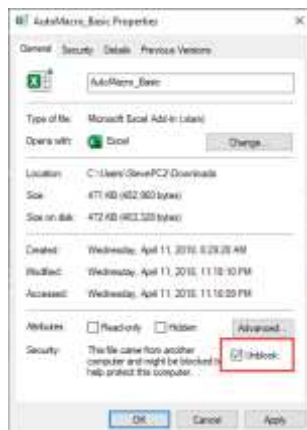
   d.
3. **This step in optional as the issue has been resolved in recent updates.**
   a. Trust the File Location
   b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location

   d.
   e. **Trust Centre > Trust Centre Settings**

f.

g. Trusted Locations > Add New Location
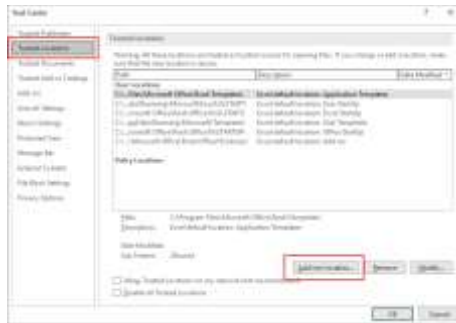
h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
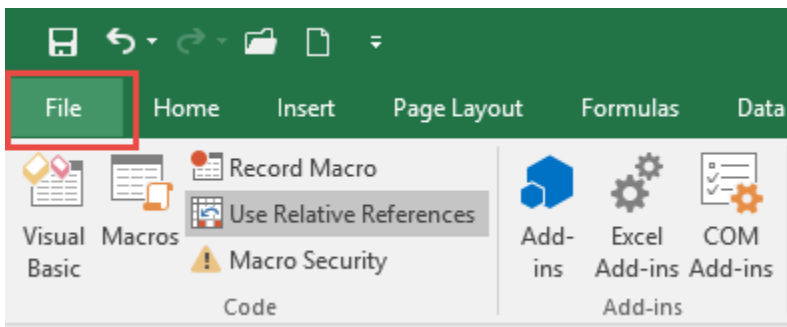
4. Make Sure the Developer Tab is Visible

5.

a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
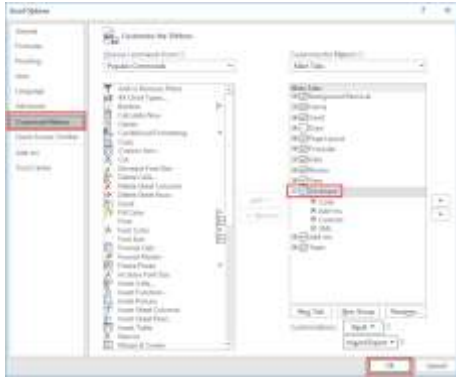
6. Click File as shown below

7.

8. Click Options

9.

10. In the left-hand pane, click Customise Ribbon.

11.

12. Click the developer check box and click ok at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)

    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
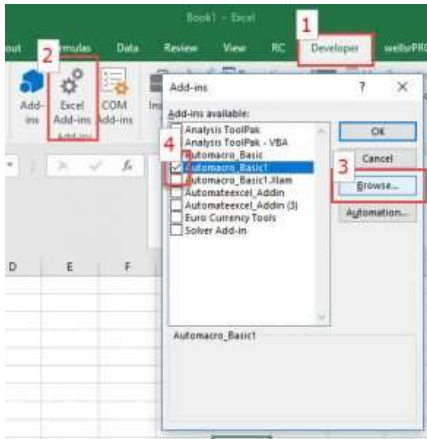
15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.