



Excel Templates Guides, Description,
Download and installation.

[SME Lesson Learned Template](#)

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 Type

What is the Lesson to be learnt, Failure, Potential Improvement, Rework Required or Success. Record the type of Lesson Being Learnt here for the project

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.

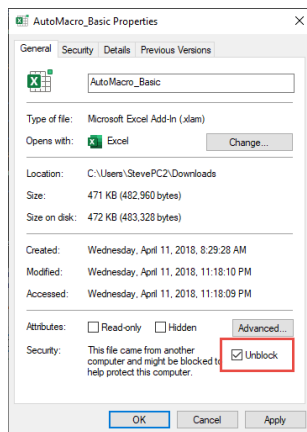
How to install the Excel .xlam file (Add-in)

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.

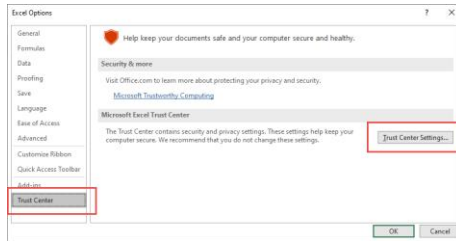
3. This step is optional as the issue has been resolved in recent updates.

- 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



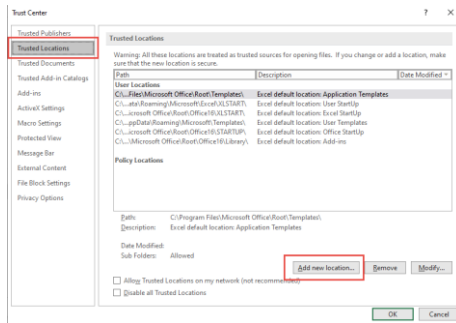
d.

e. Trust Centre > Trust Centre Settings



f.

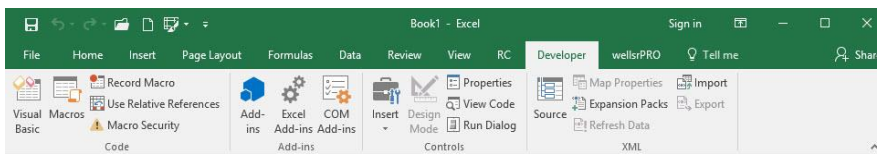
g. Trusted Locations > Add New Location



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)

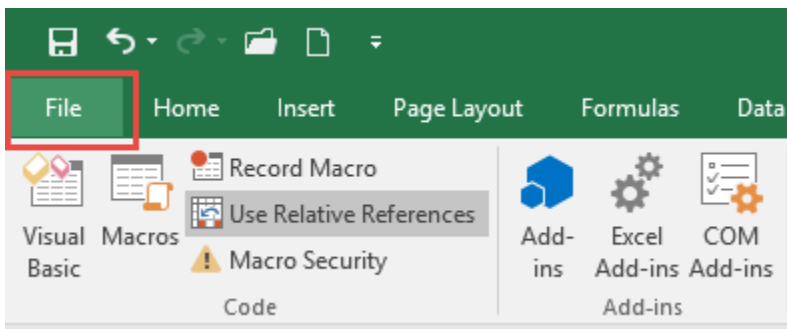
4. Make Sure the Developer Tab is Visible



5.

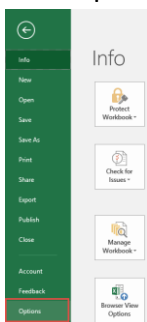
a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



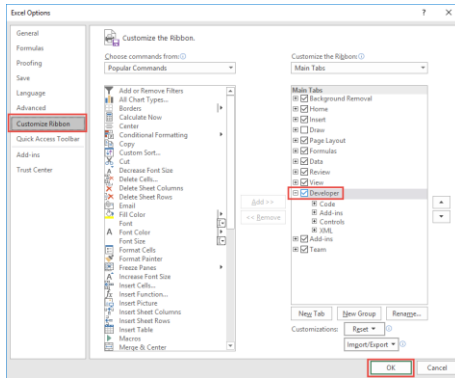
7.

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.

