

**Lessons Learned**

<<Project Name>>  
<<Project Sponsor>>

<b>Date:</b> <<Date of Lessons Learned Completion>> <b>Prepared By:</b> <<Name of Person Preparing the Lessons Learned>> <b>BITS Contact:</b> <<Name of BITS Contact>>
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<b>Process /Tools/Methods Evaluation</b>
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**Recommended Processes/Tools/Methods**

*Describe below the processes, tools and methods that were effective in developing and executing this project. List contact name and information for other users requiring more detail.*

Process/Tool/Methods	Explanation of Recommendation	Contact Name	Contact Number

**Non-Recommended Processes/Tools/Methods**

*Describe below the processes, tools and methods that were not effective in developing and executing this project. List contact name and information for other users requiring more detail.*

Process/Tool/Method	Reason for Not Recommending	Contact Name	Contact Number

## Lessons Learned

**Process Evaluation** – The following section is intended to elicit your feedback on the tools used to capture information within the IT Investment Process. Your comments will be used to evaluate the effectiveness of the process and tools from the participant's perspective and to identify opportunities for improvement. Please take a few minutes to complete this section when you have completed the rest of the tool. Your feedback is greatly appreciated.

How long did it take you to complete this form?

Project Sponsor or Project Team –

Division Administrator –

CIO -

Did the effort help you in evaluating/planning/managing the project?

Project Sponsor or Project Team -

Division Administrator –

CIO -

What suggestions do you have for changes?

Project Sponsor or Project Team –

Division Administrator –

CIO -