

Lessons Learned Matrix Template

- The lessons learned matrix is a useful tool to help a team capture the positive and negative experiences and learnings of a project.
- The matrix is divided into four quadrants on a sliding scale of planned vs unplanned and positive vs negative. It places equal value on capturing the things that did go well with the things that didn't go so well.
- This exercise can be carried out using flipchart and sticky notes or shared via a virtual platform eg Miro.

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