



It starts with Scouts.

Event name _____ Event Manager _____

Date _____ Event Sponsor _____

LESSONS LEARNED LOG

Date raised	State the success or problem	Describe contributing factor(s) or cause(s)	Describe the impact to the project	Recommended action	Action taken	Responsible	Date	Status (Closed, In progress, Not started, Deferred)

From the daily review meeting, the event manager or designate records the lessons learned in this log which should be reviewed by the management team before they leave site and again as part of the final report. Lessons are not personal. Keep the situation and the cause of the situation in mind.

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Additional Comments:
