**Lessons Learned Workshop**

**Outcomes Capture Template**

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| **Description of project / change event:** |
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| **Attendees:** |
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| **1. What went well** |
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| **2. What were our biggest challenges** | **3. Root cause analysis *(ask "Why" as many times as needed to find the root cause)*** |
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| **4. What could have been done better?** |
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| Note: Use sections 3 & 4 to identify corrective actions and insert into ***‘Lessons Learned Log’*** |