



# CDC UNIFIED PROCESS CHECKLIST



## LESSONS LEARNED

### Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Lessons Learned** have been addressed.

### Checklist

	Have lessons learned been documented throughout the project life cycle?
	Has a lessons learned meeting been conducted towards the end of the project?
	Have all lessons learned been documented?
	Have documented lessons learned been distributed to other managers?
	Have documented lessons learned been saved as part of the project's historical archive?