

Lessons Learned

Lessons Learned: {{PROJECT_NAME}}

“ **Project:** {{PROJECT_NAME}} **Version:** {{VERSION}} **Date:** {{DATE}}
Author: {{AUTHOR}} **Status:** Draft | In Review | Approved **Reviewers:**
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. Session Metadata

Field	Value
Session Type	Sprint Retrospective / Phase Review / Post-Mortem / Project Close
Project	{{PROJECT_NAME}}
Phase / Sprint	{{PHASE_OR_SPRINT}}
Period Covered	{{START_DATE}} - {{END_DATE}}
Facilitator	{{NAME}}
Participants	{{LIST_OF_PARTICIPANTS}}
Date of Session	{{DATE}}
Duration	{{DURATION}}

2. What Went Well (Keep Doing)

#	What Went Well	Why It Worked	How to Preserve	Category
KD-01	{{DESCRIPTION}}	{{ROOT_CAUSE_OF_SUCCESS}}	{{PROCESS/RULE/HABIT}}	Process / Technical / Communication / Tools
KD-02				
KD-03				
KD-04				
KD-05				

Highlights

KD-01 Detail: {{EXTENDED_NARRATIVE_OF_WHAT_WORKED_AND WHY}}

3. What Didn't Go Well (Stop Doing)

#	What Didn't Work	Root Cause	Impact (1-10)	Action Item	Owner	Deadline
SD-01	{{DESCRIPTION}}	{{ROOT_CAUSE}}	{{IMPACT}}	{{SPECIFIC_ACTION}}	{{OWNER}}	{{DATE}}
SD-02						
SD-03						
SD-04						

Root Cause Analysis — Deep Dives

SD-{{XX}}: {{ISSUE_TITLE}}

Problem: {{CLEAR_PROBLEM_STATEMENT}}

5 Whys:

1. Why did this happen? → {{ANSWER_1}}
2. Why did {{ANSWER_1}} happen? → {{ANSWER_2}}
3. Why did {{ANSWER_2}} happen? → {{ANSWER_3}}
4. Why did {{ANSWER_3}} happen? → {{ANSWER_4}}

5. Why did {{ANSWER_4}} happen? → {{ROOT_CAUSE}}

Root Cause: {{DEFINITIVE_ROOT_CAUSE}} **Systemic Fix:**

{{HOOK/TOOL/RULE/PROCESS_CHANGE}} **Ljestvica Fikseva (ZAKON #1):** Hook > Tool > Rule > CLAUDE.md > Memory

4. What to Try Next (Start Doing)

#	What to Try	Expected Benefit	Hypothesis	Success Metric	Trial Period
ST-01	{{NEW_PRACTICE}}	{{EXPECTED_BENEFIT}}	If we do {{X}}, then {{Y}} will improve by {{Z}}%	{{MEASURABLE_METRIC}}	{{SPRINT_COUNT}} sprints
ST-02					
ST-03					

5. Key Findings by Category

5.1 Technical Findings

#	Finding	Impact	Recommendation
TF-01	{{TECHNICAL_FINDING}}	{{HIGH/MEDIUM/LOW}}	{{RECOMMENDATION}}
TF-02			

Technical Patterns Observed:

- {{PATTERN_1}} — {{IMPLICATION_AND_RECOMMENDATION}}
- {{PATTERN_2}}

5.2 Process Findings

#	Finding	Root Cause	Recommendation
PF-01	{{PROCESS_FINDING}}	{{ROOT_CAUSE}}	{{RECOMMENDATION}}
PF-02			

Process Patterns Observed:

- {{PATTERN}}

5.3 Communication Findings

#	Finding	Stakeholder Impact	Recommendation
CF-01	{{COMMUNICATION_FINDING}}	{{IMPACT}}	{{RECOMMENDATION}}
CF-02			

5.4 Tools & Infrastructure Findings

#	Finding	Impact	Recommendation
IF-01	{{TOOLING_FINDING}}	{{IMPACT}}	{{RECOMMENDATION}}
IF-02			

5.5 Team & Collaboration Findings

#	Finding	Impact	Recommendation
TM-01	{{TEAM_FINDING}}	{{IMPACT}}	{{RECOMMENDATION}}

6. Action Items

#	Action Item	Category	Owner	Sprint / Deadline	Priority	Status
AI-01	{{SPECIFIC_ACTIONABLE_ITEM}}	Process / Technical / Communication / Tools	{{OWNER}}	Sprint {{X}}	P1/P2/P3	Open
AI-02						
AI-03						
AI-04						
AI-05						

Action Item Review: At the START of next sprint planning, PM reviews status of all open action items. Incomplete P1 items are escalated to John.

7. Metrics Comparison — Planned vs. Actual

7.1 Timeline

Milestone	Planned	Actual	Variance	Root Cause (if significant)
Requirements Complete	{{DATE}}	{{DATE}}	{{+/- DAYS}}	{{ROOT_CAUSE}}
Design Complete				
MVP Release				
UAT Complete				
Launch				

Timeline Accuracy: {{ACTUAL_DURATION}} vs. planned {{PLANNED_DURATION}} ({{VARIANCE_PCT}}% {{over/under}})

7.2 Budget

Category	Planned (NOK)	Actual (NOK)	Variance	Notes
Development	{{AMOUNT}}	{{AMOUNT}}	{{+/-}}	
Design				
Infrastructure				
Testing				
Total	{{TOTAL}}	{{TOTAL}}	{{+/-}}	

Budget Accuracy: {{ACTUAL}} vs. planned {{PLANNED}} ({{VARIANCE_PCT}}% {{over/under}})

7.3 Quality

Metric	Target	Actual	Status
Test coverage	≥ 80%	{{PCT}}%	{{█ /△/□}}
Critical bugs at launch	0	{{COUNT}}	{{█ /△/□}}
Post-launch bugs (30 days)	< 5	{{COUNT}}	{{█ /△/□}}

Metric	Target	Actual	Status
Lighthouse performance score	≥ 90	{{SCORE}}	{{[] / [] / []}}
Accessibility (WCAG AA violations)	0	{{COUNT}}	{{[] / [] / []}}

7.4 Velocity & Estimation

Sprint	Estimated Points	Completed Points	Accuracy
Sprint 1	{{ESTIMATE}}	{{ACTUAL}}	{{PCT}}%
Sprint 2			
Sprint 3			
Average			{{AVG_PCT}}%

Estimation Accuracy Notes: {{PATTERNS_IN_OVER_UNDER_ESTIMATION}}

8. Recommendations for Future Projects

#	Recommendation	Category	Confidence	Applicable When
REC-01	{{RECOMMENDATION}}	Technical / Process / Communication	High / Medium	{{WHEN_TO_APPLY}}
REC-02				
REC-03				
REC-04				
REC-05				

Top 3 Most Important Learnings

1. **{{LEARNING_1_TITLE}}**: {{EXPLANATION_AND_RECOMMENDATION}}
2. **{{LEARNING_2_TITLE}}**: {{EXPLANATION_AND_RECOMMENDATION}}
3. **{{LEARNING_3_TITLE}}**: {{EXPLANATION_AND_RECOMMENDATION}}

9. Knowledge Base Contribution

Finding	Contribution Type	Target System	Status	Owner
{{FINDING}}	New rule / Updated tool / New hook / HiveMind entry / CLAUDE.md update	{{SYSTEM}}	Open / Done	{{OWNER}}

HiveMind entries added:

- `node ~/system/agents/hivemind/hivemind.js post "{{KEY_LEARNING}}"` (run this)

Rules updated:

- `~/system/rules/{{RULE_FILE}}` — {{WHAT_WAS_ADDED}}

Memory updated:

- `~/ .claude/projects/-Users-makinja/memory/{{MEMORY_FILE}}` — {{WHAT_WAS_ADDED}}

Approval

Role	Name	Date	Signature
Author			
Reviewer			
Project Manager			
AI Director (John)			
Team	(retrospective agreement)		

Revision #3

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