

MODEL PROJECT SUMMARY

Why you need this summary:

A rite of passage to becoming a great manager is learning to fail in a way that stretches you without breaking you and results in wisdom that improves your resilience and future decision-making. In other words, failure is not necessarily bad. Your ability to grow from the experience, however, depends on your willingness to honestly assess the good, the bad, and the ugly of what went wrong and why.

How this summary helps you:

Creating a written summary of lessons learned from a project is an invaluable way to assess the success or failure of a project, as well as to get everyone's feedback on the table. Even if you don't refer to the written summary ever again, the process of reflection and documentation will embed at least the high priority learnings into your culture.

How to use this summary:

A template like makes it easy to create a one-page summary. Use bullet points to summarize the responses to each question. Refer to this post for more information on how to complete the Summary.

<https://www.medicalofficemgr.com/anatomy-of-a-lessons-learned-summary>

If the project was large or high profile, you might deliver the summary as a PowerPoint presentation, which allows you to include photos and other images to enhance it.

Once completed, distribute and discuss the lessons learned summary in a monthly physician or partner meeting.

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.

MODEL PROJECT SUMMARY

<p>Lessons Learned Summary for: [Project Name] Time Period of Project: _____ Today's Date: _____</p>	
<p>Describe the project What was the original intention?</p>	
<p>What actually happened and why?</p>	
<p>What was learned?</p>	
<p>What could be done better next time?</p>	
<p>Other comments and observations</p>	

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.

Medical Office Manager assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**