**Summary Report**

Presented here on account of -------------------------------------------------

|  |  |
| --- | --- |
| **Coordinator** | [Name] |
| **Participants** | [Names] |
| **Facilitator** | [Name and His Role] |
| **Metrics** |  |

**Things That Were Well**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Things That Were About to Go Well**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Things That Were of Surprising Nature**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
|  |  |
|  |  |
|  |  |

**Report Submitted BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed By

**New Things Learnt**

|  |  |
| --- | --- |
| **Things to Keep** |  |
| **Things to Change** |  |
| **New Things Required** |  |
| **Others** |  |
|  |  |
|  |  |
|  |  |

**New Things Learnt**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |