



9001 - Lessons Log

[Download](#)

Overview

This is a simple form which supports a structured discussion and recording of a "Lessons learnt" activity. This can be as part of a process to review how things went after a major project or it could be a reactive meeting as a result of an incident or a customer complaint.

Additional features

The main feature of this form is the set of standard questions to review the subject of the lesson:

- Describe what happened
- What are the effects?
- Cause/Trigger
- Early warning indicators
- Our recommendations
- Action items to follow up

The statuses will allow us to track and follow up on the activities.

- Open
- Pending action
- Closed

How to edit existing forms

For more information on editing sections within an infocapture form please take a look through our [beginner guides](#) and [this useful article](#) to help guide you.

Image by [Freepik](#)

Last modified on 30 November 2023 by [Hannah Door](#)

Created on 30 November 2022 by [Mhairi Hutton](#)

