Lessons learned report

The lessons learned report is drafted during the closure of the project following a lessons learned round table with key stakeholders at the very end of implementation. It builds upon the opportunities and issues encountered at activity level and the lessons learned reported in each progress report in order to identify the lessons learned both specific to the project and at organisational level.

# Part I – Project identification

## Section I.I – Project details

Brief description of the context

Please provide a brief description of the country context (i.e. main challenges)

Brief description of the project

Please provide a short description of the project focusing on issues addressed and major outputs

# Part II – Lessons learned

## Section II.I – Overall project

Key project successes

Please describe the key successes of this project and the factors that supported the success

Identify the factors critical to the project achieving its results. Were there any particularly effective aspects of the project's design that could be employed in future CoE projects?

## Section II.II – Management processes

Consider: governance and quality assurance, logframe management, stakeholder management, monitoring-reporting-evaluation, financial management, team management, risk management

Strengths / effectiveness

Identify the main strengths related to the way the project was managed. Were there any approaches that were particularly effective?

Weaknesses / issues encountered

What aspects of the project management did not work so well? Were there any issues encountered with project management? If so, what were the causes of the issue?

Innovation

Was there any approach to project management that was unique to this project and/or developed for the purpose of this project? Could they be employed in future projects?

Recommendations for future CoE projects

What are the recommendations for future project management resulting from these lessons?

Recommendations for the CoE and partners/beneficiaries at the organisational level

What, if any, are the recommendations for the Council of Europe in terms of its overall approach to cooperation projects / policy?

# Part III – Follow-up actions

Create a plan of action

Action 1

Please provide a brief description of decisions and conclusions related to follow-up actions

Action 2

Please provide a brief description of decisions and conclusions related to follow-up actions

Action 3

Please provide a brief description of decisions and conclusions related to follow-up actions