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# Lessons Learned Surveys for Projects

You can now use Microsoft Forms for creating Lessons Learned Surveys at the end of a project. Just follow the procedure below.

However, if you would rather hold a group meeting to collect the data, you can use the following template instead - [ITS PMO - Lessons Learned Template.xlsx](https://uconn.sharepoint.com/%3Ax%3A/r/sites/ITSPMO/Shared%20Documents/General/Project%20Artifacts/Templates/ITS%20PMO%20-%20Lessons%20Learned%20Template.xlsx?d=w49c7661e420f4ee0bfdd51ccb5fc604c&csf=1&web=1&e=IliKxO)

## Getting started

1. Go to the ITS PMO Team’s Forms page to access the Lessons Learned Template by clicking the link below.



1. Locate the **Lessons Learned Survey (Template)** and make a copy.



1. Start creating the survey.

If you need help… we created a document to help you out.

[Using Forms for Creating Surveys.docx](https://uconn.sharepoint.com/%3Aw%3A/r/sites/ITSPMO/Shared%20Documents/General/Process%20Documentation/Using%20Forms%20for%20Creating%20Surveys.docx?d=wc66222b164a24141afbd8a0bd1ee7826&csf=1&web=1&e=tgcuoo)

Have Fun!