

Time allowance (hours)	Content
¼	1. Introductions
¼	2. Confirm original project objectives
¼	3. Confirm meeting objectives
1	4. Review final Risk Register and Risk Reports
2	5. Identify risk-related “lessons to be learned”
½	6. Summarise “lessons to be learned”
¼	7. Close the meeting

Typical agenda for a Risk Lessons Learned meeting

