

# **Post Implementation Review For [Project Name]**

## Document Control

### Document Information

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### Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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## 1 Executive Summary

*Summarize the degree to which this project delivered the benefits, met the objectives, operated within scope and produced the deliverables on time, within budget and with the resources planned. Assess the degree to which the project conformed to the specified management processes, and summarize any key achievements, failures and lessons learned for future projects.*

## 2 Project Performance

*The first step in completing a Post Implementation Review (PIR) is to review how the project performed against each of the targets set during the Initiation and Planning phases.*

### 2.1 Benefits

*Determine the extent to which the project has delivered the business benefits specified in the Business Case, by completing the following table:*

Benefit	Forecast Value	Actual Value	Deviation

### 2.2 Objectives

*Determine the extent to which the project has achieved the objectives specified in the Terms of Reference, by completing the following table:*

Objective	Achievement	Shortfall

### 2.3 Scope

*Determine whether at any stage the project deviated from the scope defined in the Terms of Reference, by completing the following table:*

Original Scope	Actual Scope	Deviation

## 2.4 Deliverables

*Measure the degree to which the project achieved the Quality Criteria and Quality Standards specified in the Quality Plan, by completing the following table:*

Deliverable	Quality Criteria	Quality Standards	% Achievement

## 2.5 Schedule

*Compare the actual delivery schedule against the planned delivery schedule.*

## 2.6 Expenses

*Identify any deviations between the forecast project expenditure and the actual project expenditure, by completing the following table:*

Expense Types	Forecast Expenditure	Actual Expenditure	Deviation

## 2.7 Resources

*Identify any deviations between the forecast level of resources and the actual level of resources, by completing the following table:*

Resource Types	Forecast Resource	Actual Resource	Deviation

# 3 Project Conformance

*This section determines whether or not the project conformed to the management processes defined in the Initiation and Planning phases.*

## 3.1 Time Management

*Determine the degree to which the project conformed to its stated Timesheet Management process.*

### **3.2 Cost Management**

*Determine the degree to which the project conformed to its stated Cost Management process.*

### **3.3 Quality Management**

*Determine the degree to which the project conformed to its stated Quality Management process.*

### **3.4 Change Management**

*Determine the degree to which the project conformed to its stated Change Management process.*

### **3.5 Risk Management**

*Determine the degree to which the project conformed to its stated Risk Management process.*

### **3.6 Issue Management**

*Determine the degree to which the project conformed to its stated Risk Management process.*

### **3.7 Procurement Management**

*Determine the degree to which the project conformed to its stated Procurement Management process.*

### **3.8 Acceptance Management**

*Determine the degree to which the project conformed to its stated Acceptance Management process.*

### **3.9 Communications Management**

*Determine the degree to which the project conformed to its stated Communications Management process.*

## **4 Project Achievements**

*List the major achievements for this project, and describe the positive effects that each has had on the customer's business.*

Achievement	Effect on Business

## 5 Project Failures

*List any project failures and describe the effects each has had on the customer's business.*

Failure	Effect on Business

## 6 Project Lessons Learned

*Describe the lessons learned from undertaking this project and list any recommendations for similar projects in the future.*

Learning	Recommendation

## 7 Appendix

### 7.1 Supporting Documentation

*Attach any documentation you believe is relevant to the Post Implementation Review, such as the:*

- *Business Case, Terms of Reference, Project Plan, Quality Plan and Project Closure Report*
- *Documents supporting the benefits delivered by the project*
- *Other relevant information or correspondence*