

Project Post Implementation Review Report

[Project Name]

Project#:

Author: [Name]
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Approval

Project Sponsor:

Name

Signature

Date

[please print]

Title

Project Post Implementation Review Report

Purpose of the Post Implementation Review Report

The document summarizes the results of the post implementation review. A post implementation review differs from a project evaluation. A project evaluation takes place during project closing phase. The focus of a project evaluation is the project management process and continuous improvement of the management process. A post implementation review, on the other hand, addresses whether the project results actually solved the problem or addressed the opportunity the project was chartered to solve or address. Such a review normally takes place 6 to 12 months after the end of the project, once the project result has been in operation for a sufficient period of time that its effectiveness can be judged.

Table of Contents

Purpose

Table of Contents

- 1.0 Post Implementation Review Process
- 2.0 Review Findings
 - 2.1 Project Rationale (and Benefits)
 - 2.2 Major Deliverables
 - 2.3 Functions and Features
- 3.0 Review Conclusions
 - 3.1 Project Rationale (and Benefits)
 - 3.2 Major Deliverables
 - 3.3 Functions and Features
- 4.0 Recommendations
 - 4.1 Issues
 - 4.2 Next Steps

Appendices

Project Post Implementation Review Report

1.0 Project Review Process

(Normally both the rationale [and anticipated benefits] for undertaking a project and its scope undergo considerable refinement and clarification through the planning process. In fact, this is one of the key purposes of project planning. As such, the contents of the project plan provide the appropriate baseline against which the performance of the project result should be compared. This section should identify the members of the review team and their project roles as well as the process by which the review was undertaken [facilitated or not, individual interviews or group process, etc.]. Stakeholder's role in assessing the extent to which the project result successfully addressed the original opportunity or challenge as they understood it should be clearly indicated.)

2.0 Review Findings

(Each section of the plan that helps define the opportunity or challenge the project was to address should be compared to the actual operation of the project results. It is not unusual for a post implementation review to identify new needs that have emerged only through experience with the implementation of the project's results. Be careful to distinguish these new needs from the originally defined needs. The following tabular format may be helpful. Use one subsection of this section for each charter or plan section, as follows:)

2.1 Project Rationale (and Benefits)

Plan Definition	Operation of Project Result	Material Difference? (Y/N)
•	•	
•	•	
•	•	
•	•	

(Each material difference identified should be discussed in the following section, Review Conclusions.)

2.2 Major Deliverables

Plan Definition	Operation of Project Result	Material Difference? (Y/N)
•	•	
•	•	
•	•	
•	•	

(Each material difference identified should be discussed in the following section, Review Conclusions.)

Project Post Implementation Review Report

2.3 Functions and Features

Plan Definition	Operation of Project Result	Material Difference? (Y/N)
•	•	
•	•	
•	•	
•	•	

(Each material difference identified should be discussed in the following section, Review Conclusions.)

3.0 Review Conclusions

(Each material difference identified in the preceding section should then be discussed in terms of whether this constitutes a problem that needs to be addressed, the urgency of addressing an identified problem, and the suggested approach for addressing an identified problem [for differences which do not constitute a problem that needs to be addressed, use NA for these two columns]. Suggested approaches could include additional training, process revisions, a patch, a new module, a full system upgrade, or some other way of resolving the problem. Use one subsection of this section for each charter or plan section, as in the previous section, as follows:)

3.1 Project Rationale (and Benefits)

Material Difference	(Y/N) Need to Address	Urgency	Approach
•			
•			
•			
•			

(Where a significant commitment of resources will be required to implement the recommended approach, discuss why no less consumptive alternative would prove effective in the next section, Recommendations.)

Project Post Implementation Review Report

3.2 Major Deliverables

Material Difference	(Y/N) Need to Address	Urgency	Approach
•			
•			
•			
•			

(Where a significant commitment of resources will be required to implement the recommended approach, discuss why no less consumptive alternative would prove effective in the next section, Recommendations.)

3.3 Functions and Features

Material Difference	(Y/N) Need to Address	Urgency	Approach
•			
•			
•			
•			

(Where a significant commitment of resources will be required to implement the recommended approach, discuss why no less consumptive alternative would prove effective in the next section, Recommendations.)

4.0 Recommendations

4.1 Issues

4.1.1 Original Needs

(Use this section to summarize the conclusions regarding additional work that should be done to fully address the opportunity or challenge as it was understood and documented in the project plan. Proposed approaches should be organized in priority order along with a rationale for that ordering and order of magnitude estimates of the financial and human resources dimensions of the approach.)

4.1.2 New Needs

(Use this section to summarize the conclusions regarding work that should be done to address needs that have been identified through experience with the implementation of the project results. Proposed approaches should be organized in priority order along with a rationale for that ordering and order of magnitude estimates of the financial and human resources dimensions of the approach.)

Project Post Implementation Review Report

4.2 Next Steps

(The project evaluation report will have identified any issues emergence of risk events that remained unresolved at the end of the project. This information should be integrated with the information contained in the preceding two subsections, Original Needs and New Needs, to provide an overall recommended approach to addressing the opportunity or challenge, both as it was originally understood and as it has come to be understood based on the experience of the original project and that of making use of the original project`s results. All proposed approaches should be consolidated into one list, organized in priority order, along with a rationale for that ordering. A rough order of magnitude estimate of each approach should be provided. Where a significant commitment of resources will be required to implement the recommended approach, discuss why no less consumptive alternative would prove effective.)

Project Post Implementation Review Report

Appendices