

Post-Implementation Review Report

Project Name: _____

Project ID/Code: _____

Report Date: _____

1. Executive Summary

Provide an overview of the project, objectives, and a summary of outcomes.

2. Project Objectives

1. Objective 1: _____
2. Objective 2: _____
3. Objective 3: _____

3. Project Performance

Scope: Discuss whether the project delivered as defined in the original scope.

Time: Compare the planned vs. actual completion dates.

Cost: Provide an overview of budgeted vs. actual costs.

Quality: Summary of delivered outcomes and quality measurements.

4. Benefits Realized

Describe the benefits achieved compared to those expected, including quantitative or qualitative data.

5. Issues, Risks & Lessons Learned

- Key Issues Encountered and resolutions
- Risks realized and mitigation effectiveness
- Lessons learned for future projects

6. Recommendations & Next Steps

Provide recommendations for future actions, improvement, or follow-up activities.

7. Approval

Prepared by: _____

Reviewed by: _____

Approved by: _____

Important Notes:

- This document evaluates the effectiveness and outcomes after project implementation.
- It helps to identify best practices and areas for improvement in future projects.
- Should be completed with input from all key project stakeholders.
- Serves as an official record of project performance and closure.