Post Implementation Report

[Project Name]

 [Program/Branch Name]

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| Document status: |  |
| Version: |  |
| Date: |  |
| Author: |  |
| Owner: |  |

**Contents**

[Overview 3](#_Toc525905876)

[Project objectives 3](#_Toc525905877)

[Project background 3](#_Toc525905878)

[Project deliverables 4](#_Toc525905879)

[Project performance 4](#_Toc525905880)

[Achievement 4](#_Toc525905881)

[Scope 4](#_Toc525905882)

[Planning 4](#_Toc525905883)

[Budgeting (if applicable) 4](#_Toc525905884)

[Lessons learnt 4](#_Toc525905885)

[Recommendations 4](#_Toc525905886)

[Stakeholder feedback (if applicable) 5](#_Toc525905887)

[Project evaluation sign-off 5](#_Toc525905888)

About this template

This template is designed to assist project managers to review and report on the outcomes of a project. Tips for completing this document:

engage with all project team members in developing this report – all team members should have the opportunity to put forward their views and comment on the report before its sign-off

where possible, engage with your key stakeholders to obtain their feedback on the management and outcomes of the project

you can begin populating this report before the completion of the project as you will make observations throughout the project’s life

aim to complete this template shortly after the project’s completion while everything is fresh in your mind

refer to the scoping deck or project management plan to ensure consistency in language and elements that are evaluated and reported on

like other project management documents, the post-implementation evaluation report should be considered a flexible template that may be adapted depending on the scale and scope of the project

body text should be in the following style: Calibri, 11 pt, no formatting

all red text should be deleted.

If you have any questions or suggestions for improving the template, please contact the Enterprise Project Support (eps@pmc.gov.au)

*In completing this template, please review the relevant sections from the scoping deck and directly copy and paste relevant information to this report.*

# Overview

This section should be completed by using content from the scoping deck.

# Project objectives

*Outline the project objectives.*

# Project background

*Provide the background to your project including any decisions taken to undertake this work.*

# Project deliverables

*Outline the key deliverables for the project.*

# Project performance

## Achievement

*Description of how the project team performed in meeting project objectives and benefits. How was success measured? What were the project’s identified success criteria? Would stakeholders view the project a success?*

## Scope

*Description of how the project team performed in managing the project scope. Note if there have been any changes in scope during the course of the project.*

## Planning

*Description of how the project team performed in managing and adhering to defined project schedules. Where there have been unanticipated delays, provide details on how this occurred.*

## Budgeting (if applicable)

*Where relevant, provide a description on how the project team performed in managing the financial resources allocated to the project.*

## Lessons learnt

*Summarise the key lessons learnt from the project management process. What worked well? What could be improved?*

## Recommendations

*Recommendations for future work and/or how to improve overall project performance.*

## Stakeholder feedback (if applicable)

*Where there is the opportunity, engage with key stakeholders to gauge their views on the management of the project and whether they consider that the project was a success. This may be done formally, such as with a survey or through informal feedback.*

# Project evaluation sign-off

*Signature of project steering committee and/or project sponsor and manager to acknowledge and confirm that the project has been finished and closed.*

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| **Project Steering Committee (if required) / Sponsor**  | Signature and date |
| **Project Director (if required)**  | Signature and date |
| **Project Manager**  | Signature and date |