[INSERT ORGANISATION NAME/LOGO]

Post implementation review report

[This template is intended to be used after a project has been implemented and the project outcomes analysed and reported. It has been developed to help determine whether a project has met its objectives, and meets the needs and requirements of intended beneficiaries. Add/delete rows as required and remember to delete instructive text]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title:** |  |  |  |
| **Prepared by:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Project Objectives** | |
| **Objective** | **Outcome** |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| **Comments** | |
| [insert here] | |
| **Project Activities** | |
| **Activity** | **Outcome** |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| **Comments** | |
| [insert here] | |
| **Project Deliverables** | |
| **Deliverable** | **Output** |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| [insert here] | [insert here] |
| **Comments** | |
| [insert here] | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Challenges and lessons learned: | |  |  | | |  | | | |  |
| Process | **Lessons learned** | | | **Recommendation** | **Action** | | **Responsibility** | **Timeframe** | | |
| Scope | [Questions to consider:   * Was the project scope clearly and accurately defined? * Were stakeholders adequately consulted/involved in defining project parameters? * Did stakeholders add further requirements or deliverables to the project after it was underway?] | | | [insert here] | [insert here] | | [insert here] | [insert here] | | |
| Resources | [Questions to consider:   * Was the project completed on time and within budget? If not, why? * Was the project adequately resourced? Think in terms of people, funding, equipment, materials, facilities, ICT. * Was the project schedule and budget adequately recorded, tracked and managed throughout the project?] | | | [insert here] | [insert here] | | [insert here] | [insert here] | | |
| Governance | [Questions to consider:   * Were roles and responsibilities adequately defined? * Did the project team have the required knowledge and skills? * Were the right people involved on the project governance board? * Were quality controls implemented and controlled successfully? * How well were changes managed and communicated?] | | | [insert here] | [insert here] | | [insert here] | [insert here] | | |
| Quality | [Questions to consider:   * What methods/approach were taken/used to ensure project outputs/deliverables met the needs and requirements of intended beneficiaries? * How well were changes managed and communicated?] | | | [insert here] | [insert here] | | [insert here] | | [insert here] | |
| Stakeholder engagement | [Questions to consider:   * Were the stakeholders identified and engaged appropriately? * What worked well? How could stakeholder engagement be improved?] | | | [insert here] | [insert here] | | [insert here] | | [insert here] | |
| Communications | [Questions to consider:   * Were there any communications or reporting requirements that were not anticipated? * What worked well? How could communications be improved?] | | | [insert here] | [insert here] | | [insert here] | | [insert here] | |
| Risk management | [Questions to consider:   * How well were project issues and risks identified, communicated and managed throughout the project? * How could risk and issue management be improved?] | | | [insert here] | [insert here] | | [insert here] | | [insert here] | |

|  |  |  |
| --- | --- | --- |
| **Project closure and handover tasks** | | |
| **Task** | **Responsibility** | **Comments** |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |
| [insert here] | [insert here] | [insert here] |

## Authorisation

I, the Project sponsor, agree to the project being closed

...............................................................

*Name (printed)*

...............................................................

*Position*

...............................................................

*Signature*

................................................................

*Date*