[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

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*Name (printed)*

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

 *Position*

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

*Signature*

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

*Date*