

# Post Implementation Review *Guide*

*A guide to completing the Project Review*

## Strategic Capital, Infrastructure and Projects

Prepared by:

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## Overview

*This document lays out guidelines for the post implementation review of a project. The Post Implementation Review (PIR) is used to supply information about the outcomes and success of a project. The PIR lists the expected outcomes as specified in the Project Management Plan, reports on variances from that plan and then asks for recommendations and how they will be used, as well as lessons learned.*

*All projects require a Project Review report to be completed.*

*Additionally, for all major projects a PIR is required. A PIR is completed by the Strategic Capital, Infrastructure and Projects following the closure of projects and submission of a Project Review by the Project Manager.*

## Project Information

*Project Information will be supplied by Strategic Capital, Infrastructure and Projects*

## Version Control

*Document all changes to the document from the initial draft version (Version 0.1).*

*Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).*

*Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).*

## Summary of Project

*This section consists of a history of the project with key highlights.*

## Members of PIR Team

*The panel should be arranged through the project sponsor and consist of a Chair, 2 independent client representative and 2 project team members.*

## Outcomes in Key Project Areas

*A table of key project areas; include a reference for evidence where appropriate.*

## Objective Outcomes

*A table showing information about project objectives outlined in Project Management Plan.*

## Benefits Realisation

*A table of information about the benefits realised. Include a reference for evidence, where appropriate.*

## Business Requirements

*A table of the applicable business requirements from the project specifications; include a reference for evidence where appropriate.*

## Lessons Learned

*List the lessons learned from your project. The idea is to be positive. How can these lessons be applied to other projects?*

## Recommendations Arising from the Project

*List the recommendations derived from your project. The idea is to be positive. What could have been improved? How will these lessons/recommendations be applied to other projects?*

## Methods Used to Gather Information for PIR

*Provide information on how information for PPIR was gathered, e.g. focus groups, individual interviews, log reports, status reports. List the details for focus groups and interviews. Designated stakeholders, business clients, steering committee members, impacted areas, etc., should be consulted as necessary for the project.*

## Appendices and Supporting Documentation (optional)

*List attached appendices and supporting documentation. This information is optional, depending on the project size and outcomes. For example, appropriate records from a project that encountered significant problems could well be useful. Similarly, information that demonstrates a lesson to be learned from a project could be included. Logs of changes and incidents should be included here. Original documentation may also be included, eg, a report on lower level specification success.*

## 1 Project Information

*Project Information will be supplied by Strategic Capital, Infrastructure and Projects*

### 1.1. Project Number

### 1.2. Project Name

### 1.3. Date

### 1.4. Project Ownership

### 1.5. Project Contacts

	Name	Position	Phone	Email
Primary				
Other				
Other				

### 1.6. Project Approval

### 1.7. Document Path

## 2 Version Control

Version Number	Date	Reason/Comments/Approval

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## 3 Summary of Project

*This section consists of a history of the project with key highlights.*

## 4 Members of PIR Team

Name	FedU Position	Role in Project	Phone

*The panel should be arranged through the project sponsor and consist of a Chair, 2 independent client representative and 2 project team members.*

## 5 Outcomes in Key Project Areas

Key Project Area	Planned Expectation (as in Project Management Plan)	Actual Outcome	Reference for Evidence	Reason for Variance from Project Management Plan
Scope				
Time				
Cost				
Quality				
Risk Management				
Communication				

*A table of key project areas; include a reference for evidence where appropriate.*



## 6 Objective Outcomes

Objective (as in Project Management Plan)	Objective Met? (Score 1-5 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Project Management Plan

*A table showing information about project objectives outlined in Project Management Plan.*

## 7 Benefits Realisation

Benefits Realised (as in Project Management Plan)	Benefit Realised? (Score 1-5, 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Project Management Plan

*A table of information about the benefits realised. Include a reference for evidence, where appropriate.*

## 8 Business Requirements

Top Level Business Requirements (as in Specifications)	Requirement Met? (Score 1-5, 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Specifications

*A table of the applicable business requirements from the project specifications; include a reference for evidence where appropriate.*

## 9 Lessons Learned

No.	Lesson	Where/How to be Used

*List the lessons learned from your project. The idea is to be positive. How can these lessons be applied to other projects?*

## 10 Recommendations Arising from the Project

No.	Recommendation	Where/How to be Used

*List the recommendations derived from your project. The idea is to be positive. What could have been improved? How will these lessons/recommendations be applied to other projects?*

## 11 Methods Used to Gather Information for PIR

Information Gathering Method (eg focus group, interview)	All Names	Position at FedU	Interest or Role in Project

*Provide information on how information for PPIR was gathered, e.g. focus groups, individual interviews, log reports, status reports. List the details for focus groups and interviews. Designated stakeholders, business clients, steering committee members, impacted areas, etc., should be consulted as necessary for the project.*

## 12 Appendices and Supporting Documentation (optional)

*List attached appendices and supporting documentation. This information is optional, depending on the project size and outcomes. For example, appropriate records from a project that encountered significant problems could well be useful. Similarly, information that demonstrates a lesson to be learned from a project could be included. Logs of changes and incidents should be included here. Original documentation may also be included, eg, a report on lower level specification success.*