

Post-Implementation Review Checklist

Project Information

Project Name:

Review Date:

Reviewed by:

Checklist

1. Objectives & Scope

- ☐ Have the original objectives been achieved?
- ☐ Were all project deliverables completed?

2. Stakeholder Satisfaction

- ☐ Have user/client expectations been met?
- ☐ Was stakeholder feedback collected?

3. Budget & Schedule

- ☐ Was the project delivered within budget?
- ☐ Was the project delivered on schedule?

4. Performance & Benefits

- ☐ Are performance indicators being tracked?
- ☐ Are expected benefits being realized?

5. Lessons Learned

- ☐ Have lessons learned been identified/documentated?
- ☐ Have improvement opportunities been noted?

Additional Notes

Enter additional comments, findings or follow-up actions here...

