

# 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...

