

Post-Implementation Review Report

Project Overview

Project Name:

Project Manager:

Implementation Date:

Review Date:

Review Team:

1. Executive Summary

[Provide a summary of the implementation, key outcomes, major findings and overall assessment.]

2. Objectives & Success Criteria

- [List of project objectives]
- [Defined success criteria]

3. Achievement of Objectives

Objective	Achieved? (Yes/No/Partial)	Comments

4. Project Performance

4.1 Timeline Performance

[Comment on adherence to schedule, any delays, and reasons.]

4.2 Budget Performance

[Comment on budget adherence, overruns, or savings with reasons.]

4.3 Quality of Deliverables

[Comment on whether deliverables met quality standards.]

5. Stakeholder Feedback

- [Summary of feedback from key stakeholders]
- [End-user feedback and satisfaction]

6. Issues and Challenges

1. [Description of issue 1 and how it was addressed]
2. [Description of issue 2 and how it was addressed]

7. Lessons Learned

- [Lesson 1]
- [Lesson 2]

8. Recommendations

- [Recommendation 1]
- [Recommendation 2]

9. Conclusion

[Summarize the overall outcome and next steps.]

10. Appendices

- [Supporting documentation, charts or data]
- [Meeting notes or communications]