Post-Implementation Review Report

PROJECT INFORMATION

Project Name

Project Manager

Implementation Date

OBJECTIVE

Describe the objective of the project:

SCOPE

Summarize the scope of the project:

KEY DELIVERABLES

List the key project deliverables:

SUCCESS CRITERIA

State the success criteria:

REVIEW FINDINGS

Summarize review findings:

PERFORMANCE AGAINST OBJECTIVES

Objective	Status	Comments

LESSONS LEARNED

List key lessons learned:

RECOMMENDATIONS

State any recommendations for future projects:

REVIEWER INFORMATION

Reviewer Name

Review Date