**[Project / Programme Name]**

Post Implementation Review Report

SRO:

Version No:

Issue Date:

Date Signed Off by Project / Programme Board:



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# Purpose

*[All text in italics should be deleted]*

 *[A Post Implementation Review (PIR) is conducted after completing a project. Its purpose is to evaluate whether project objectives were met, to determine how effectively the project was run, to learn lessons for the future, and to ensure that the organization gets the greatest possible benefit from the project]*

*The purpose of this report is to capture the PIR findings]*

Start text here.

# Delivery

*[Delivery performance to timescales and budget, as well as the extent to which business case investment objectives have been met, will be covered in the Closure Report and should not be replicated here]*

Start text here.

## Opportunities

*[Please summarise any opportunities, if any have been identified, to engineer additional value from what has been delivered. E.g. by adding modules at a future date to extend capability for enhanced benefits.*

*Are there any adaptions that are known to be required in future due to, e.g. changes to environment within which the delivered assets or services must operate?*

*Where appropriate make recommendations regarding these opportunities and adaptions]*

Start text here.

## Unintended outcomes

*[Please summarise any unintended outcomes of the project’s delivery, whether positive or negative. Are there any actions that could enhance the good and/or mitigate the bad?]*

Start text here.

# Lessons Learned

## What went well or otherwise

[Please summarise what went particularly well for the project, and in a separate paragraph what didn’t go so well]

Start text here.

Lessons to be learnt

*[Please describe the key lessons the project learned during its lifecycle, with particular attention to those lessons that can be applied in future projects. Where helpful to organise text, group lessons in sub-sections such as (e.g.):*

* *Stakeholder Management.*
* *Communications.*
* *Technical Development*
* *Implementation.*
* *Governance.*
* *Business Change*

*Where it aids clarity organise descriptions of lessons by STAR – Situation, Task, Action, Result.*

*Ensure that the lessons learned log is added as Annex A]*

Start text here.

# Methodology

*[Please outline the activities undertaken to gather information for this report, including the agenda, timing and attendees of any workshops. Finalised outputs of any workshops should be added as annexes to this report]*

Start text here.

# Annexes

Annex A Lessons Learned Log