

Template Post Implementation Review

Change: <Insert change title>

Date of project evaluation: <Insert date>

Use this template to conduct a post implementation review.

1. Key project information

General information	Data
Original budget (\$K)	<Insert amount>
Amount spent (\$K)	<Insert amount >
Project start date	<insert date>
Project finish date	<insert date>

Change team member	Name
Project Sponsor	<Insert name>
Project Manager	<Insert name>
Change Manager	<Insert name>
Team members	<Insert names>

2. Brief description of change initiative

<Insert text>

3. Performance overview

Please rate the following on a scale of 1 to 5 (1=very unsuccessful and 5=very successful)

Change element	Rating	Comments
Change success	1 2 3 4 5	
Change efficiency	1 2 3 4 5	
Team performance	1 2 3 4 5	

4. Measures of success

Measures of outputs, outcomes and control established during the change initiative should be assessed to determine the extent of success.

Key success measure	Target	Actual
<Insert measure>	<Insert agreed target>	<Insert actual result>

5. Lessons learned

Insights gained during the process in relation to the change effort should be documented and shared. They are a valuable source of information which can benefit future change initiatives.

Lesson	Implications for future change initiatives
<Insert lesson learned>	<Insert implication>

Reference: South Australia Change Management Resources, 2014.