**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> |
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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> |
|  |  |
|  |  |
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**Reference:** South Australia Change Management Resources, 2014.