RevQ Post-Implementation Review Report

Project Information

Project Name:	*<Project Name>*
Project Ownership:	*<Project Ownership>*
Prepared by:	*<Name>*
Date of Completion:	*<MM/DD/YYYY>*

Management Summary

A summary of the major findings of the report include:

- *Major findings listed here.*

From this project the following lessons were noted:

- *Lessons learned listed here.*

Recommendations from the panel, based on their review of this project are:

- *Recommendations listed here.*

Background

History of the project here in narrative form.

Goals for this Review

This post-implementation review will:

- Review the objectives of the project and comment on the extent to which, these were met.
- Comment on the performance and functionality of the system produced.
- Comment on the completeness of documentation associated with the project.
- Comment on feedback (related to the project outcomes) from clients.
- Make recommendations on any improvements or changes that might be made to subsequent projects based on observations made from this project.
- *Other goals:*

Review Process

Steps of review process:

- *A comparison of the design specifications document with the final product.*
- *An examination of the objectives of the project, as listed in the Project Plan, and the extent to which they were met.*
- *An examination of the project resourcing (time/budget).*
- *An examination of the project documentation and project management provided for the project in comparison with the current project management framework standards.*
- *Other, as needed.*

Members of the Review Panel

- *TBD*

Review Findings

The following comments are offered by the review panel as its review findings:

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- *Significant lessons learned from this project include:*
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- *Project recommendations include:*
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