**Post Implementation Report**

mm/dd/yyyy

# General INformation

**Project Name:** Add text here.  
**Agency Name:** Add text here.  
**Project Sponsor:** Add text here.  
**Project Manager:** Add text here.

# schedule and cost metrics

|  | **Project Start Date** | **Baseline End Date** | **Baseline Budget** | **Funding Source** | **Actual Finish Date** | **Schedule Variance** | **Actual Cost** | **Cost Variance** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| **Original Baseline** |  |  | $ |  |  |  | $ |  |
| **Final Baseline** |  |  | $ |  |  |  | $ |  |

To determine the original baseline variance if your final baseline is different:

* Open your schedule in ND VIEW – you should have saved your original baseline as Baseline 1
* Add the Baseline 1 finish and cost columns to your view
* Make sure that you have WBS 0 line selected so that your summary tasks all roll up for a grand total (go to the Gantt Chart Format tab and check the Project Summary Task box)
* Add the Duration, Baseline Duration, Baseline 1 Duration, Finish Variance, SV%, Cost Variance, and CV% columns to your view
* Click on File > Options > Advanced – scroll down to “Earned Value options for this project” and change the Baseline for Earned Value calculation to Baseline 1
* Go back to your schedule and view the columns mentioned above to see your schedule days variance and your cost variance to the original baseline
* Note that your Finish Variance days should be the Duration total minus the Baseline 1 Duration total
* To get the % for the schedule variance, divide the Finish Variance days by the Baseline 1 Duration days

**Notes:**

Add text here, if necessary.

# scope metrics

|  | **Number of Deliverables** | **Number of Deliverables Delivered at Completion** | **Number of Scope Changes After Planning Phase** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Original Baseline** |  | n/a | n/a |
| **Final Baseline** |  |  |  |

**Major Scope Changes and Impact on Budget and Schedule:**

Add text here or write “None.”

# quality metrics

| **Number of Defects/Quality Issues Identified After Delivery** | **Number of Success Measures Identified in Project Charter That Were Satisfied or Achieved at Project Completion** |
| --- | --- |
|  |  |
|  |  |

**Notes:**

Add text here, if necessary.

# Objectives

| **Business Objective** | **Measurement Description** | **Met/ Not Met** | **Measurement Outcome** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Business objectives and measurements should be copied over from the Startup Report.

# LESSONS LEARNED

| **What Went Wrong? or What Went Right?** | **Lesson Learned** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

For the Lesson Learned… What behavior or action would have prevented or improved things? What behavior or action should be repeated on future projects to promote success?

# success stories

**How the Project Resolved Business Problems/Needs:**

Add text here.

# POST-PROJECT ANALYSIS

Categories of this report correspond to categories in the Closeout Survey. For each category, the Overall Rating is the average of the rating provided on the completed survey forms for that category (scale from 1-3 with 3 being “Excellent”).

| **Category** | **Overall Rating** | **Notes** |
| --- | --- | --- |
|  |  |  |
| Success of the Project |  |  |
| Success of the Solution |  |  |

*When complete, delete all the blue instructions – here and in the document.*

Instructions:

* This *report should be completed after the results of the project survey are received – the survey template is located in MS Forms; you can request access to the template via Project Oversight or the PMO*
* *Include any other key cost, schedule, scope, or quality metrics that were captured for the project*
* *Include the objectives as they were captured in the Project Charter*
* *Include lessons learned related to the project – what went well or did not go well, and how will you either repeat or change the way you did things to improve the next time?*
* *Include success stories related to the project – what unanticipated benefits did the project produce? were there any metrics that exceeded expectations?*
* *If this project is a major project, related information in this report is intended to be copied/pasted into the Closeout Report required by the LITC*
* *If you have any further questions about writing or delivering this report, please contact your assigned Project Oversight Analyst or the ND IT Project Management Office*