NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

POST IMPLEMENTATION REPORT

Purpose:	*The purpose of the Post-Implementation Report is to compile and summarize the results of various analyses and lessons learned into a single document.*
Target Audience:	*Project Sponsor, Project Manager, Project Team , Project Repository*

PROJECT IDENTIFICATION

Project Name:	
Project Sponsor:	
Project Director:	
Project Manager:	
Date:	

PROJECT WAS COMPLETED: *Check the appropriate box below.*

☐ On Time	☐ Ahead of Time	☐ Behind Plan

Explanation: Briefly explain why the project was completed ahead of, or behind, the plan.

COMPLETION DATE

Baseline Completion Date	Adjusted Baseline Date	Actual Completion Date

SUMMARY OF PROJECT – GOALS AND OUTCOMES

Explain the original project as stated in the Project Charter. Describe the actual outcome of the project and compare the outcome to the goals from project charter. Some other considerations include:

- *Did the project deliver what the customers defined at the outset (through documented requirements or business needs)?*
- *Does the project product support improvements to business, operations, processes, technology, service delivery, or personnel?*
- *Was the Performing Organization actively engaged throughout the project and were they prepared to receive the project's products?*
- *Were risks and issues effectively addressed and resolved (measured by time, quality, and acceptance of the solution)?*

CUSTOMER FEEDBACK

Explain the customer's perspective of the project to date. Does the effectiveness of the product meet the needs of the customer?

BEST PRACTICES

Explain what worked well on the project and why.

LESSONS LEARNED

Explain the findings of the lessons learned survey, what worked well and what changes are recommended. What should be learned and communicated to the Project Leads and other members of the organization?

PMO SERVICES

Describe the services provided/utilized by DOH PMO staff on this project. Were these services useful? What types of guidance or assistance would you like from the DOH PMO on your next project?