



## Project Post-Implementation Review

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**Project Name:**

**Eclipse Project ID #:**

**Project Executive Sponsor:**

**Project Champion:**

**Project Management Lead:**

**Project Review Date:**

<b>Author:</b>		<b>Version #:</b>	V0.1
<b>Status:</b>		<b>Version Date:</b>	yyyy/mm/dd






- ◆ If you require assistance completing this document, please contact the Project Management Office, ext. 42720
- ◆ Please refer to the Project Management Office site on the Intranet for a complete **Glossary of Project Terms**
- ◆ The information contained in this document is confidential. Unauthorized distribution or use of this document or the information contained herein is strictly prohibited.

## Purpose of Document

The Project Post-Implementation Review measures the success of project management as well as the project deliverables by summarizing the results of the evaluation held during the project closing phase. It compares reality to the original commitments documented in the project. It also identifies lessons learned and potential enhancements for future projects.

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## Table of Contents


1.0 Review Process .....	3
2.0 Assessment of Project Commitments  .....	4
3.0 Project Timelines  .....	5
4.0 Project Expenditures  .....	6
5.0 Resources  .....	6
6.0 Stakeholders Expectations  .....	7
7.0 Impact of Change .....	11
8.0 Project Successes.....	11
9.0 Lessons Learned.....	12
10.0 Outstanding Project Tasks or Issues .....	12
11.0 Transition to Operations .....	13
12.0 Recommendations for Next Steps .....	13
13.0 Sign-Off.....	14

### Note: Table of Contents





*How to update Table of Contents*

- Right click on Table of Contents
- Click on Update Field
- Click on Update entire table

### **NOTE:**



**Information that can be obtained from the Project Charter are denoted with a “” symbol**










<b>1.0 Review Process</b>	
<i>The project post-implementation review process was conducted on:</i>	
<i>The following people participated in the project evaluation review process:</i>	
<b>Role / Project Title</b>	<b>Represented By</b>





<b>2.0 Assessment of Project Commitments</b> 			
<i>Compare the project results against the original project objectives, major deliverables &amp; performance measures.</i>			
<b>Project Objectives</b> 	<b>Major Deliverables</b> 	<b>Performance Measures</b> 	<b>Results</b>
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆






**3.0 Project Timelines** 






*Compare the original and revised milestones from the Charter and briefly describe the results.*

<b>Milestones</b> 	<b>Original Schedule</b> 	<b>Actual Date</b>	<b>Comments</b>






4.0 Project Expenditures 						
<i>List the original and revised project expenditures from the Charter and briefly describe the results.</i>						
One-Time Project Costs						
Cost Item Description 	Capital		Operating		External Funding	
	Budget 	Actual	Budget 	Actual	Budget 	Actual
<b>TOTALS</b>	<b>Total One-Time Cost:</b>					
Annual Recurring (Ongoing) Costs		Year Annual Cost Start				
Cost Item Description 	Capital		Operating		External Funding	
	Budget 	Actual	Budget 	Actual	Budget 	Actual
<b>TOTALS</b>	<b>Total Annual Cost:</b>					






5.0 Resources 			
<i>Compare the original resource estimates to actuals.</i>			
Role / Project Title 	Represented By 	Required Involvement	
		Estimated Duration 	Actual Duration

6.0 Stakeholders Expectations 				
<i>List the original expectations from the Charter and describe results of the management strategy.</i>				
Stakeholders 	Represented By 	Interests & Needs 	Management Strategies 	Results of Management Strategy
<b>INTERNAL STAKEHOLDERS</b>				
<b>Administration</b>				
RVH Foundation				
Corporate Communications				
<b>Corporate Services</b>				
Human Resources				
Decision Support				
Finance				
ICT				
<b>Patient Programs</b>				
Emergency Services				
Intensive Care Unit				
Mental Health & Addiction Svcs				
Pre & Post Anesthesia Services				
Peri-Op Svc & Sterile Processing				
Acute/Ambulatory Surgical Svcs				
Cardiology				
Chronic Disease Management				
Rehabilitation Services				

<b>6.0 Stakeholders Expectations</b> 				
<i>List the original expectations from the Charter and describe results of the management strategy.</i>				
<b>Stakeholders</b> 	<b>Represented By</b> 	<b>Interests &amp; Needs</b> 	<b>Management Strategies</b> 	<b>Results of Management Strategy</b>
Perinatal Services				
Children Youth Services				
Professional Practice				
Patient Flow				
<b>Cancer Program &amp; Clinical Services</b>				
Regional Cancer Program				
Diagnostic Imaging				
Laboratory Medicine				
Enhanced District Stroke				
Nutrition & Food Services				
<b>Medical Staff</b>				
Medical Advisory Committee				
Pharmacy				
Project Management				
Clinical Informatics & Applications				
Health Records				
Privacy Officer				
Patient Safety, Quality & Risk Management				
IPAC				
<b>Planning &amp; Support Services</b>				



<b>6.0 Stakeholders Expectations</b> 				
<i>List the original expectations from the Charter and describe results of the management strategy.</i>				
<b>Stakeholders</b> 	<b>Represented By</b> 	<b>Interests &amp; Needs</b> 	<b>Management Strategies</b> 	<b>Results of Management Strategy</b>
Capital Redevelopment				
Planning & Space Allocation				
Facilities & Building Operations				
Bio Medical Engineering				
Environmental Services				
Security Services				
Procurement Services/Materials Management				
<b>Other - Internal</b>				
<b>EXTERNAL STAKEHOLDERS</b>				
LHIN				
Community				
CCAC				
Collingwood General & Marine Hospital - Collingwood				
Georgian Bay General Hospital – Midland & Penetanguishene				
Headwaters Health Care Centre – Orangeville				
Soldiers' Memorial Hospital –				

<b>6.0 Stakeholders Expectations</b> 				
<i>List the original expectations from the Charter and describe results of the management strategy.</i>				
<b>Stakeholders</b> 	<b>Represented By</b> 	<b>Interests &amp; Needs</b> 	<b>Management Strategies</b> 	<b>Results of Management Strategy</b>
Orillia				
<b>Other – External</b>				

### 7.0 Impact of Change

*Describe significant changes that occurred during the project. Examples might include: change of sponsor or management, additions or deletions to scope, changes in management practice or project management approach, changes to assumptions, etc. Describe the changes and the impact to the project.*

*Refer to the project's change management documents to populate the list of changes that occurred in your project.*

Change Description	Impact to Project

### 8.0 Project Successes

*Identify what went particularly well on this project.*

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<b>9.0 Lessons Learned</b>
<i>Identify lessons learned during this project.</i>
<ul style="list-style-type: none"><li></li></ul>

<b>10.0 Outstanding Project Tasks or Issues</b>			
<i>List outstanding tasks or issues remaining.</i>			
<b>Project Task/Issue</b>	<b>Required Action</b>	<b>Assigned to</b>	<b>Due Date</b>

**11.0 Transition to Operations**

*Identify requirements for project to transition to operations to ensure sustainability of changes made during the project.*

Transition Requirement	Required Action	Assigned to	Due Date

**12.0 Recommendations for Next Steps**

*List recommendations and future steps for stakeholders.*

<b>13.0 Sign-Off</b>		
<i>Project Post Implementation Review must be approved &amp; signed-off in order for it to be complete.</i>		
<b>Executive Sponsor</b>		
<i>Sign-off by the Executive Sponsor signifies that the contents of the Project Post Implementation Review have been read.</i>		
<b>Name &amp; Organization</b>	<b>Signature</b>	<b>Date</b>
<hr/>		
<b>Project Champion</b>		
<i>Sign-off by the Project Champion signifies that the contents of the Project Post Implementation Review have been read.</i>		
<b>Name &amp; Organization</b>	<b>Signature</b>	<b>Date</b>
<hr/>		
<b>Project Management Lead</b>		
<i>Sign-off by the Project Management Lead signifies that the contents of the Project Post Implementation Review have been read.</i>		
<b>Name &amp; Organization</b>	<b>Signature</b>	<b>Date</b>
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