



Post Implementation Evaluation Report (PIER) Template

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

A. Staffing and Skills

Describe how the staffing and skills for this project were determined and managed. Describe the changes to these during the project.

B. Project Organization Structures

Provide an organization chart that was used for the project. Describe any changes made to the structure along the way and why they were made.

C. Schedule Maintenance

Provide the baseline project schedules and final project schedules, (use attachments if necessary). Describe the process used for controlling schedules as well as actions taken to correct any problems.

Project Schedule General Description:

Schedule Control:

Schedule Corrective Action:

Schedule Integration:

D. Cost Management

Describe cost and budget results of the project in comparison to the baseline.

Cost Budget Overview:

Corrective Action:

E. Risk Management

Provide a description of the major risks identified for the project and how they were handled.

F. Quality Management

Describe how Quality Assurance was achieved for this project.

G. Configuration Management

Describe how the configuration management process was utilized.

H. Communications Management

Describe the communication process, its effectiveness, and any changes made to the communications plan during the project.

I. Customer Expectations Management

Describe how customer expectations were managed. Were expectations clear from the beginning? How were expectations different than expected on the project?

J. Lessons Learned

Describe the successes and shortcomings of the project.

K. Project Sign-off

Delineates that the functional areas of the project team have taken all the steps to provide deliverables and that project activities are closed out.

Name/Title	Signature	Date