Excel Templates Guides, Description, Download and installation.

Basic Post Implementation Review Register

Project Post Implementation Review

Your Company Name

Your company Details

Project Information	
Client Name:	<Fill in Details>
Client Contact:	<Fill in Details>
Project Name:	<Fill in Details>
Project Code:	<Fill in Details>
Project Manager:	<Fill in Details>

Feedback Request

To our valued client, can you please take a moment to rate our recent service on your project. Your feedback enables us to work on our continual improvement process for the delivery of projects and continual training for our technical and project teams. I would like to thank you in advance for you valuable feedback

The following are guidelines for completing our customer satisfaction survey. Please use the below to rate our performance

1.Below Expectations
2. Poor
3. Good
4. Very Good
5 Performed above expectations

No	Question	Project Rating				
		1	2	3	4	5
1	How satisfied are you that the project status was communicated in a clear, concise					
2	The project team clearly understood your business environment were able to use					
3	The output/results were they produced to the expected quality.					
4	How satisfied are you the project team managed expectations to the agreed plan					
5	Was the Decisions, Changes, Issues and Risks management process delivered					
6	Did the project team resources possess and consistently demonstrated the					
7	What is your overall level of satisfaction with the product or service delivered by the					
8	Were you satisfied with the overall project management of this project					
9	Were you happy with the overall communication between all parties within the					
10	Were all required statutory and regulatory requirements for this project were					
		0.00	0.00	0.00	0.00	0.00

Additional Comments:

Add comments here:

Client Name and Title:	
Client Signature:	

Description

The Post Implementation Review is an assessment and review of the project and final solution and provides for official completion of the project. The report summarises the purpose of the project and whether the project achieved the stated scope, schedule, budget, and stated benefits. The Post Implementation Review Reports are completed by the project's key stakeholders, customers, and project resources.

How to Use

PIR Summary

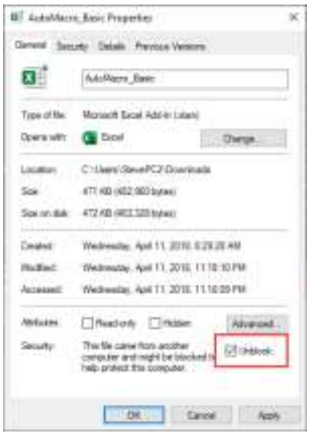
Have your customer answer questions 1 to 10 to rate the performance of the project team using a scale of 1 to 5. One being on the lower end of the scale and five being on the upper end of the scale.

The ratings will auto sum and provide you with a score/rating. Once your customer has completed the PIR, have them fill-in their details and sign the document and return by email.

There is a section for additional comments. This is where your customer can provide further feedback that may not be possible with the questions provided.

You can update and provide your own questions for the PIR as not all projects are the same and different responses may be required to fully rate the performance of your team

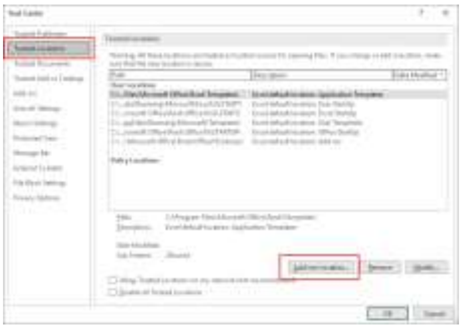
How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file and select Properties.
    c. Ensure that the Unblock checkbox is ticked, as per the image below.
    d. 
3. **This step is optional as the issue was resolved in recent updates.**
    a. Trust the File Location
    b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
    c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location
    d. 

    e. **Trust Center > Trust Center Settings**

f. 

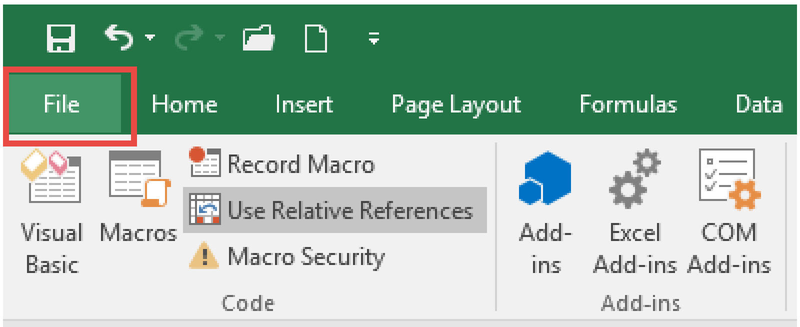
g. Trusted Locations > Add New Location

h. 

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

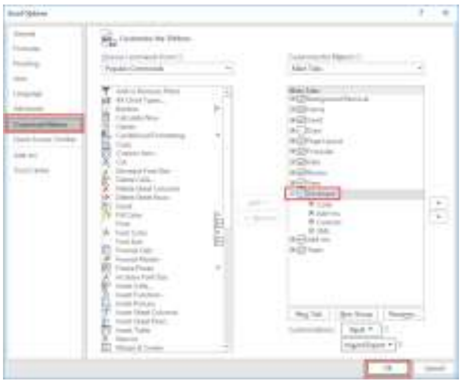
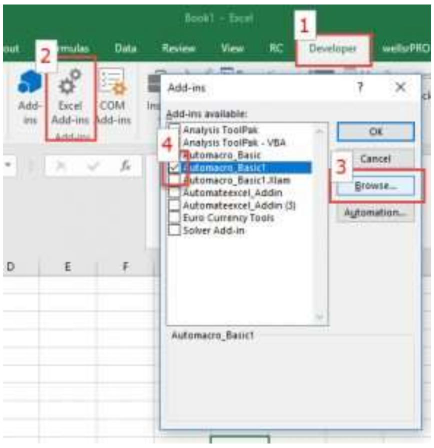
4. Make Sure the Developer Tab is Visible
5. 

   a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below
7. 

8. Click Options
9. 

10. In the left-hand pane, click Customise Ribbon.

11. 
12. Click the developer check box and click ok at the bottom.
13. Once you have the Developer Tab appearing on the ribbon
14. Browse to File.
    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
15. 

16. Make sure the add-in has a check mark next to it and click OK.
17. You have now successfully installed your Add-In, and the customised tab will now appear on the Ribbon.