

# Excel Templates Guides, Description, Download and installation.

Basic Post Implementation Review Register

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# 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.

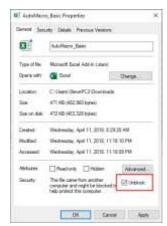
You can update and provide your own questions for the PIR as not all projects are the same and different responses may be required to fully rate the performance of your team

# 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

d.

- 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.



## 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



e. Trust Center > Trust Center Settings

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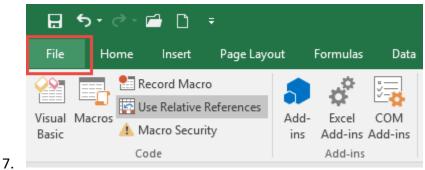
g. Trusted Locations > Add New Location

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- 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



- a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
- 6. Click File as shown below



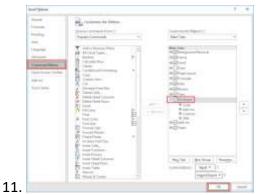
8. Click Options

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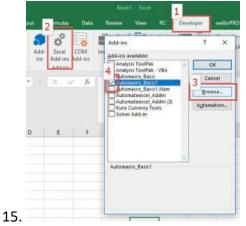


9.

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



- 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.
  - 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.



- 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.

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