



Excel Templates Guides, Description,  
Download and installation.

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# Project Implementation Review

## PROJECT POST IMPLEMENTATION REVIEW

pmo docs

PROJECT TITLE [Project Title]  
PROJECT MANAGER [Project Manager]

Friday, 22 October 2021

COMPANY NAME [Company Name]  
DATE [Date]

No	Please read the question thoroughly, then select your score from the drop down list under one of the headings. Note only one score per row as per example below	PIR Overall Performance				
		Below Expectation	Poor	Good	Very Good	Performed Above Expectation
1	How satisfied are you that the project status was communicated in a clear, concise and timely and manner					5.00
2	The project team clearly understood your business environment were able to use that knowledge to frame solutions that best addressed the requirements			3.00		
3	The output/results were they produced to the expected quality.				4.00	
4	How satisfied are you the project team managed expectations to the agreed plan with a 'can do' attitude?		2.00			
5	Was the Decisions, Changes, Issues and Risks management process delivered during the project satisfactory?	1.00				
6	Did the project team resources possess and consistently demonstrated the appropriate level of skills, understanding and/or thought leadership required to effectively deliver the project.					5.00
7	What is your overall level of satisfaction with the product or service delivered by the project?					5.00
8	Were you satisfied with the overall project management of this project	1.00				
9	Were you happy with the overall communication between all parties within the project					5.00
10	Were all required statutory and regulatory requirements for this project were communicated, agreed and met.				4.00	
		2.00	2.00	3.00	8.00	20.00

**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

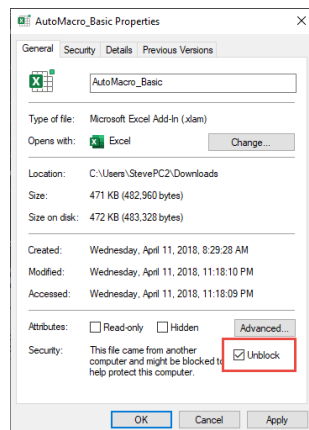
## How to install the Excel .xlam file (Add-in)

### 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

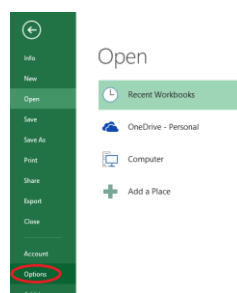
- a. After saving the file, locate the file in the Windows Explorer.
- b. Right-click the file and select Properties.
- c. Ensure that the Unblock checkbox is ticked, as per the image below.



d.

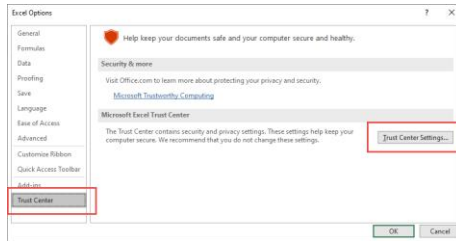
### 3. This step is optional as the issue was resolved in recent updates.

- 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



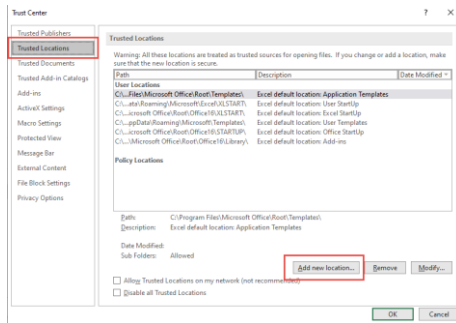
d.

### e. Trust Center > Trust Center Settings



f.

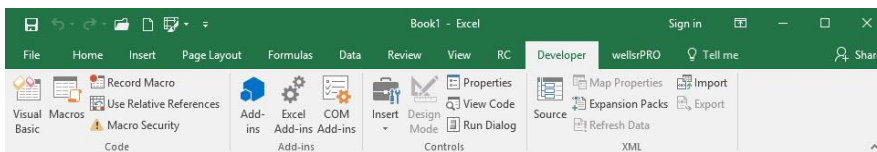
g. Trusted Locations > Add New Location



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)

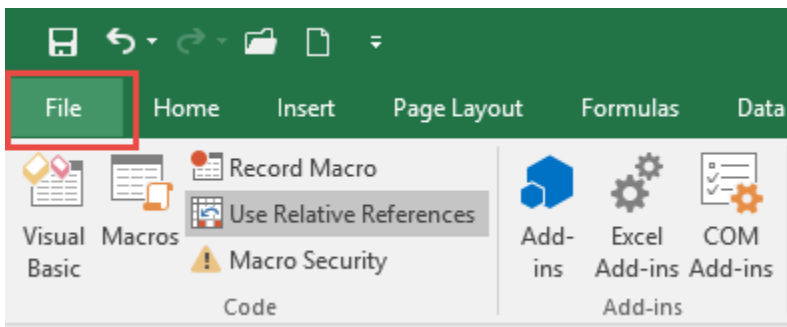
#### 4. Make Sure the Developer Tab is Visible



5.

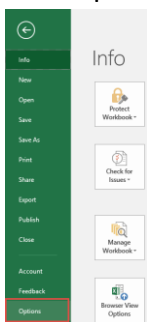
a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

#### 6. Click File as shown below



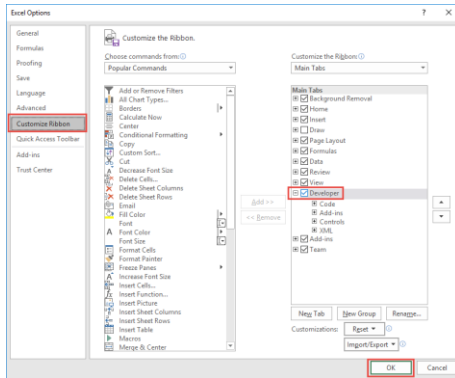
7.

#### 8. Click Options



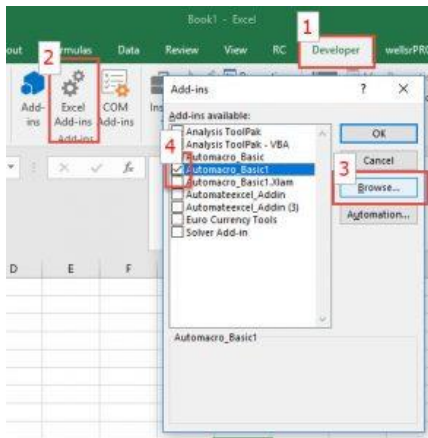
9.

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.

