

Excel Templates Guides, Description, Download and installation.

SME Post Implementation Review Register

Project Implementation Review

PROJECT POST IMPLEMENTATION REVIEW

pmodocs

PROJECT TITLE	(Project Titler)		COMPANY NAME		Company Name:	
PROJECT MANAGER	[Project Manager] Friday, 22 October 2021		DATE		[Dete]	
	Please read the question thoroughly, then select your score from the drop	PIR Overall Performance		35.00	Very Good	
No	down list under one of the headings. Note only one score per row as per example below	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
Add comments here:	3					
Client Name and Th	lec					
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

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

Excel Options		7	×
General Formulas	Help keep your documents safe and your computer secure and healthy.		
Data	Security & more		
Proofing	Visit Office.com to learn more about protecting your privacy and security.		
Save	Microsoft Trustworthy Computing		
Language	Microsoft Excel Trust Center		
Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Trust Center Setti	ngs
Customice Ribbon			
Quick Access Toolbar			
Add-ins			
Trust Center			
		OK	ancel

g. Trusted Locations > Add New Location

	Trusted Locations		
Trusted Locations	Western Allahors In other and a first state	and an over the second and the second and the second	
Trusted Documents	sure that the new location is secure.	teo sources for opening files. If you change	or also a location
Trusted Add in Catalana	Path	Description	Date Mo
indited water in Catalogs	User Locations		
Add-ins	C:\Files\Microsoft Office\Root\Templates\	Excel default location: Application Templ	ates
Articel Settings	C:\ata\Roaming\Microsoft\Excel\XLSTART\	Excel default location: User StartUp	
recorder passings	C:\icrosoft Office\Root\Office16\XLSTART\	Excel default location: Excel StartUp	
Macro Settings	C:\ppData\Roaming\Microsoft\Templates\	Excel default location: User Templates	
Protected View	CA_iderosoft Office\Root\Office16\STARTUP\ CA_iMicrosoft Office\Root\Office16\LibrarA	Excel default location: Office StartUp Excel default location: Add-ins	
Marraga Bar			
indrege our	Policy Locations		
External Content			
File Block Settings			
Brivany Detions			
Privacy Options			
Privacy Options	Path: C/\Program Files\Microsoft	Office\Root\Templates\	
Privacy Options	Pathe C:\Program Files\Microsoft Description: Excel default location: Appl	Office\Root\Templates\ ication Templates	
Privacy Options	Path: C/\Program Files\Microsoft Description: Excel default location: Appl Date Modified:	Office\Root\Templates\ lication Templates	
Privacy Options	Bath: C\/Program Files\/Microsoft Description: Exceed default location: Appl Date Modified: Sub Folders: Allowed	Office\Root\Templates\ ication Templates	
Privacy Options	Bath: Ci/Program Files/Microsoft Description: Excel default location: Appl Date Modified: Sub Folders:	Officel;Roofl;Templates\ ication Templates Add new location	emove M
Privacy Options	Baths Ci/Program Files/Microsoft Bescription: Excel default location: Appl Date Modified: Sub Folders: Allow Folders: Allowed	Office/Root/Templates/ ication Templates	emove M
Privacy Options	Bath: Cl/Program Files/Microsoft Bescription: Excel default location: Appl Date ModiFied: Sub Folder: Sub Folder: Allowed	Office/Root/Templates/ ication Templates	emove M

- 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

f.



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.
 - 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.

