**UniQuE**

Post Implementation Review Report

(Engagement Name and Id)

(Client)

**Document History**

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| --- | --- | --- | --- |
| Version | Date | Author | Changes |
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**Review And Approval**

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| Company | Role | Name | Date | Signature |
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**Distribution**

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**Storage**

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| Location | Access | Administrator |
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Template Version Number: Group Reference v1.0

**Table Of Contents**

[1. Change Details 4](#_Toc517268684)

[2. Post Implementation Review Session 5](#_Toc517268685)

[3. Change Implementation Status 6](#_Toc517268686)

[4. Budget And Timescales 7](#_Toc517268687)

[4.1. Budget And Financial Variances 7](#_Toc517268688)

[4.2. Timescales Variances 7](#_Toc517268689)

[5. Post Implementation Review 8](#_Toc517268690)

[5.1. Successful Change 8](#_Toc517268691)

[5.1.1. Customer Critical Success factors (Business Requirements) Met 8](#_Toc517268692)

[5.1.2. Capgemini Critical Success factors Met 8](#_Toc517268693)

[5.1.3. List of activities handled correctly 8](#_Toc517268694)

[5.2. Unsuccessful Change 8](#_Toc517268695)

[5.2.1. Post-Implementation Issues 8](#_Toc517268696)

[5.2.2. User Acceptance Issues 8](#_Toc517268697)

[5.2.3. Service Outage Details (If applicable) 8](#_Toc517268698)

[5.2.4. Back Out Details (If applicable) 8](#_Toc517268699)

[5.2.5. List of activities that failed 8](#_Toc517268700)

[5.2.6. Related Incidents, Problems & Change tickets (If any) 8](#_Toc517268701)

[5.2.7. Possible cause of unsuccessful implementation 8](#_Toc517268702)

[6. Lessons Learnt And Recommendation 9](#_Toc517268703)

[6.1. What could have been done better 9](#_Toc517268704)

[6.2. Recommendations 9](#_Toc517268705)

[7. Post Implementation Review Action Items 10](#_Toc517268706)

# Change Details

|  |  |  |
| --- | --- | --- |
| **Change Request Number** | **Date raised** | **Change Manager** |
|  | dd/mm/yyyy |  |
| **Priority** | **Type of Change** | **Application Area** |
|  |  |  |
| **Required implementation date** | **Assigned To** | **Budgeted Effort (man hrs)** |
| dd/mm/yyyy |  |  |
| **Change Description** | | |
|  | | |
| **Cause for the change (justification)** | | |
|  | | |

# Post Implementation Review Session

|  |  |
| --- | --- |
| **PIR Date** |  |
| **Subject** |  |
| **Time & Location** |  |
| **Purpose** |  |
| **Agenda** |  |
| **Attendees** |  |

# Change Implementation Status

|  |  |
| --- | --- |
| **Completely Successful** | **Yes/No** |
| **Successful but with Issues** | **Yes/No** |
| **Unsuccessful with successful rollback** | **Yes/No** |
| **Unsuccessful and rollback failed** | **Yes/No** |
| Customer / User Feedback post implementation |  |

# Budget And Timescales

## Budget And Financial Variances

*<<Mention the variances in terms of effort and cost >>*

## Timescales Variances

*<<Mention the variances with respect to schedule>>*

# Post Implementation Review

*<<Fill in appropriate details based on whether the change has been successful or unsuccessful>>*

## Successful Change

*<<In case of the successful change, provide the below details>>*

### Customer Critical Success factors (Business Requirements) Met

### Capgemini Critical Success factors Met

### List of activities handled correctly

## Unsuccessful Change

*<<In case of the unsuccessful change, provide the below details>>*

### Post-Implementation Issues

### User Acceptance Issues

### Service Outage Details (If applicable)

### Back Out Details (If applicable)

### List of activities that failed

### Related Incidents, Problems & Change tickets (If any)

### Possible cause of unsuccessful implementation

# Lessons Learnt And Recommendation

## What could have been done better

## Recommendations

# Post Implementation Review Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Target Due Date** | **Status** | **Actual Completion date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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