

Project Post Implementation Review

Phase	+ Things Done Well	Δ Ideas for Improvement
Concept		
Initiation		
Planning		
Analysis		
Execution		
Delivery		
Transition		

Recommendations for Improvement

Guidelines

For projects we use the **'plus/delta'** method project Post Implementation Reviews (PIR). Plus/Delta is an easy way for groups to identify and share what they thought was good about an activity (plus) and what they would change in order to improve the activity (delta).

This form is used to perform a post implementation review for all projects. The steps to follow are:

1.	Get as many of the stakeholders from the project into a meeting room, generally 1-2 hours is sufficient time (depending on the size of the group).
2.	Explain the plus/delta process to the group, ensure that they understand that the PIR is for the purpose of learning how to improve future projects by sharing what did or did not work in the project under review.
3.	<p>WHAT EQUIPMENT DO YOU NEED TO RUN THE PLUS/DELTA?</p> <p>Large sticky notes (enough for the entire group)</p> <p>Marker pens</p> <p>Flip chart paper</p>
4.	<p>HOW TO MAKE THE PLUS/DELTA</p> <ul style="list-style-type: none"> ■ Ask the group to think about what worked well and what did not for each phase of the project. ■ Get them to write one thought per sticky note. ■ At the top of the sticky note write a plus or a delta. ■ When group has finished, put sticky notes on plus/delta chart, under the appropriate category & phase.
5.	Once the group has run of ideas to put up on the chart, then see if there any common themes coming out & affinitize them if there is time. If there is not time, do this offline.
6.	Review the results of the Plus/Delta with the Manager Project Office & agree an action plan for implementing the suggestions arising from this exercise. You may need to convene a meeting with other project teams to share the results of this PIR so that they can leverage your learnings.