

[Project name]

Post-implementation report

The Auditor-General's Report 20/2009 on the approval of funding for public works, found a need for agencies to undertake post-implementation reviews of projects. The Public Works Committee Manual also requires agencies to provide a post-implementation review report to it. This template provides guidance on the key areas of information required by the Committee.

1. Background

Information regarding when the project was referred to the Committee and approved by the House of Representatives and at what cost, any follow-up engagement with the Committee (i.e. scope, cost changes) and estimated completion date at time of referral.

2. Project objective

The need as stated in the original project referral.

3. Scope

Breakdown of the project scope and status.

Item	Status
<i>Eg. Construction of new buildings, including office buildings and a fitness centre</i>	<i>Eg. Completed 1 January 2010</i>
<i>Eg. Temporary facilities to accommodate building works.</i>	<i>Eg. Completed and removed after use. Site remediated.</i>
<i>Eg. Civil works including construction upgrade to sewerage, electrical, stormwater services</i>	<i>Eg. Completed 1 January 2010.</i>

4. Response to Public Works Committee recommendations

If relevant, list any recommendations and implementation of responses.

No.	Recommendation	Implementation/agency response

5. Budget

The approved budget was \$XX million. The final cost of the project is expected to be \$XX million.

If relevant, state reasons for budget variations, including when the Public Works Committee was notified of significant budget variations.

6. Schedule

State the project schedule as realised and any variations to that advised to the Public Works Committee, including reasons for delays if relevant.

7. Effectiveness of the buildings and infrastructure in meeting the stated purpose and need of the project

Outline how the buildings and infrastructure have met the stated purpose and need of the project.

8. User and/or client satisfaction with the delivered project

Are users/clients satisfied with the final project and if not, why.

9. Effectiveness of the contracting strategy

Outline what contracting strategy was used and why. Outline how effective this strategy was and any lessons learned.

10. Management of key risks

Identify key risks and how they were managed. These risks should have already been identified in the confidential submission provided to the Committee.

eg. Risk 1: disruption to operations

For example...

11. Consultation issues

Outline who the agency consulted with throughout the project and any impact this consultation had on the project delivery.

12. Key lessons learned during the project

Identify key lessons learned on the project and how this impacted on project delivery.

13. Actions taken to improve the agency's business or project management processes

As a direct result of this project, what actions has the agency undertaken to improve future project management and/or contracting.