**Version Control**

Post Implementation Review

*[Change name and number]*

*[Change Sponsor Name]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Author | Reviewed by | Approved by | Approval date |
| 0.3 | Iain Osbourne | *Jeff Unsworth* | DRAFT |  |

Contents

[1. Change Description 3](#_Toc437446742)

[2. Associated Incidents and Problems 3](#_Toc437446743)

[3. What went well 3](#_Toc437446744)

[4. Lessons Learnt 4](#_Toc437446745)

[5. Further Actions 4](#_Toc437446746)

[6. Supporting Documents 5](#_Toc437446747)

## Change Description

*This section should give a narrative of the change. The description should include:*

1. *What was the change?*
2. *Reason for change and what were the expected business benefits?*
3. *Who was involved in implementing the change?*
4. *Who was involved in decision making, what were the decisions and where were they recorded?*

**Change Timeline**

*Summarise the above in a timeline this focusses on the what and when of the change.*

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **WHO** | **COMPLETION DATE and TIME** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Associated Incidents and Problems

*List the problem records and Requests for Change (RFC) that have been raised to understand and structurally resolve the underlying root causes of the incident(s).*

|  |  |
| --- | --- |
| **Reference and Name/Descriptions** | **RAISED BY** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## What went well

*Describe the elements of the process that were successful. This might be things like:*

* *A new way of working that made things easier*
* *Groups working well together*
* *Communications*
* *Etc.*

|  |  |
| --- | --- |
| **No** | **DESCRIPTION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Lessons Learnt

*What could have gone better? If you had to do it again, what would you change and why?*

|  |  |
| --- | --- |
| **No** | **DESCRIPTION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Further Actions

*What are the outstanding actions related to the incident(s)? This should not include problem activities.*

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **DESCRIPTION** | **OWNER** | **COMPLETION DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Supporting Documents

*This Section should include any supporting documents that are referred to in the rest of the document, such as:*

* *E-mails*
* *Extracts from relevant contracts*
* *Procedures*
* *Etc.*