

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

POST-IMPLEMENTATION EVALUATION REPORT
(Revised 03/11)

4947

Unless the agency has entered into an interagency agreement with the Office of State Audits and Evaluations (OSAE) under SAM Section 4943, a post-implementation assessment must be carried out by the agency following the completion of each information technology project. No project is considered complete until the Post-Implementation Evaluation Report (PIER), has been approved by the Technology Agency or by the agency director, as appropriate. Approval of a PIER by the Technology Agency or the agency director, as appropriate, terminates the project reporting requirements.

If OSAE selects the project for review under SAM Section 4943, OSAE will conduct the post-implementation assessment and submit the PIER to agency management. The agency is required to submit the PIER to the Technology Agency within five working days after it is received from OSAE.

The post-implementation assessment must be conducted after the new information technology capability has been operational for a sufficient period of time for its benefits and costs to be accurately assessed. Initial operational problems must have been resolved and sufficient experience and data must have been accumulated to determine whether the project met the proposed objectives, was completed within the anticipated time and budgetary constraints, and achieved the proposed benefits. The optimum time after implementation to conduct the assessment depends upon the nature of the project. Six months to one year after implementation is typical.. The assessment MUST be completed within 18 months of project completion. Agencies are required to follow the instructions for preparing and submitting the PIER and Transmittal Letters, see SIMM Section 50.