

Post Implementation Reviews Policy

Last Modified	March 2021
Review Date	February 2024
Approval Authority	Executive Director, Planning Finance & ITS
Contact Officer	Senior Accountant Project Assurance – Planning, Finance and ITS

Introduction

This document outlines the requirements for Post Implementation Reviews (PIR) of investment projects.

Definitions

Capital project – a project that involves significant capital expenditure with the aim of producing a new asset, or improving an asset beyond its original condition to extend its original useful life.

Defined value – the final approved or actual total project value.

Policy Statement

The Audit and Risk Committee (ARC), as the appropriate committee of University Council, periodically reviews Post Implementation Reviews (PIRs) at its discretion. Those involved in investment projects are accountable to Council. This document outlines how the management line of the University will enable this.

The University is committed to running projects that are fit for purpose, with appropriate business justification, and in line with best practice. This policy therefore, applies to all project managers, sponsors, business case writers and others involved in the management or oversight of investment projects.

Financial Services will maintain a list of significant investment projects (see below) that are either completed, or close to completion. This list may be provided to the Audit and Risk Committee to enable them to select projects they wish to see undergo PIRs.

Projects on this list would include:

- Investment projects with a defined value of either \$2 million or more
- Investment projects deemed to be high risk by the Executive Director, Planning Finance and ITS (EDPFITS).
- Capital projects that relate to IT systems and applications with a defined value of \$1 million or more and those deemed to be high risk by the EDPFITS.
- Minor investment projects selected at the discretion of the Vice-Chancellor, having reference to the projects' defined value/s, achievability and impact on the University.
- Other investment projects as requested by the UC Client as identified in the business case.

Other projects will be considered from time to time as the occasion arises.

Responsibilities

The management line of the University will prepare PIRs.

Requests for PIRs on projects listed in this policy should be made to Financial Services. These will be reviewed, prioritised and forwarded to the Audit & Risk Committee for approval of the PIR plan.

Financial Services, and in particular the Senior Accountant - Project Assurance, is responsible for completing PIRs as directed by the Audit and Risk Committee. If required by the Tertiary Education Commission (TEC), an appropriately accredited independent consultant will be appointed to conduct PIRs.

Finalised PIR reports will be presented to the ARC by Financial Services.

Related Documents and Information

UC Policy Library

- [Asset Management Policy \(PDF, 763KB\)](#)

UC Website and Intranet

- [Financial Services Website \(University Financial Services website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
0.01	Document drafted.	Contact Officer	Aug 2014
0.02	Document updated.	Policy Unit	Aug 2014
1.00	Document approved and uploaded to	Chief Financial	Feb 2015

	UCPL.	Officer	
2.00	Scheduled review by Contact Officer,	Policy Unit	March 2018
2.01	Minor amendments to published version, grammar and recording of extent of minor changes such as definition of capital works.	Policy Unit	March 2018
2.02	Unscheduled review by Contact Officer. Minor changes, heading change.	Policy Unit	April 2019
3.00	Scheduled review by Contact Officer, minor changes only	Policy Unit	March 2021

This policy remains in force until it is updated