**Program or project name**

Benefits Realisation Plan

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| Author:  | Role: |
| Phone: | Email: |
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**Using this Template**

NOTE: Please remove this page before finalising a benefits plan.

This template outlines what information could be included in a benefits plan. This assists the project team and stakeholders to understand who will be impacted by the change, how the impact will be measured, what activities need to be planned to realise benefits and who will be responsible. A benefits plan should be developed with a benefits register. It is useful to append supporting documents to a benefits plan including a benefits map, benefits register, benefits profiles and benefits distribution matrix. For information on these documents read the Benefit Realisation Management Framework.

A benefits plan should evolve throughout the program life-cycle, forming part of the Project Initiation documentation and business cases, should be finalised prior to go-live. It should be handed over to the Benefit Owner(s) for on-going management of benefits realisation, identification of any new emerging benefits or dis-benefits, or changes that will impact the realisation of any benefits. The information in a benefits plan will inform an evaluation on whether a program delivered its intended benefits

**Document Information**

**Document Location**

This file is saved electronically at <<location>>

**Version History**

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| --- | --- | --- | --- |
| **Author** | **Version**  | **Version Creation Date** | **Summary of Changes** |
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Date of next version (if known): TBC

**Approvals**

This document requires the following approvals.

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| --- | --- | --- | --- |
| **Name** | **Title/Role** | **Signature** | **Date** |
|  | Program Sponsor/Senior Responsible Owner |  |  |

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# Initiative or Program or Project

## Initiative or program or project description

Summarise the initiative, program or project. Reference relevant planning documentation including a business case.

## Scope

Summarise the scope of the initiative, program or project.

## Organisational context

* List initiative, program or project objectives.
* List the strategic objectives that this change is aligned to achieve.
* Reference the organisation’s benefits realisation strategy, if available
* Reference any business processes that are integrated with the benefit management process described in this document.

## Stakeholders

* List stakeholders or stakeholder groups that will be impacted by the program.
* List any plans to identify or collaborate with stakeholders.
* Reference appended benefits distribution matrix or alternative stakeholder map, if applicable.

# Benefits

## Benefits map

* Reference the benefits map for the program. A benefits map is a diagram showing the relationships between multiple outputs, benefits and strategic objectives of the project or program.

## Prioritised benefits

* List or table benefits that have been prioritised by stakeholders, these might be marked as easy wins. Reference benefit profiles or benefit register.

## Dis-benefits

* Include any dis-benefits and show how they are being reduced, minimised or mitigated to the best of the team’s ability. A dis-benefit is a measurable decline resulting from an outcome perceived as negative by one or more stakeholders, which reduces one or more organisational objectives.

# Governance

## Roles and Responsibilities

* Reference benefit owners (be that a name and/or a role) who will be accountable for realising the benefit.
* Reference measure owners (be that a name and/or a role) who will be responsible for ensuring that agreed measures are reported upon at the required frequency.
* For large programs, reference the responsibilities for benefits realisation within the program or business as usual team.

## Governance bodies

If applicable, for large programs reference governance bodies (either agency or program level) responsible for managing, receiving reports and approving benefit deliverables and evaluating benefits.

## Reports

Reference how reports will be generated, monitored and the intended use by intended users. Consider providing a sample report in this document as an appendix to gain agreement on the content and frequency of reporting.

# Plan

## Project/program plan, resources, budget and timeframe

Reference program plan, project documentation and organisation requirements for benefits management.

## Risks, assumptions and dependencies

Risks

List significant risks to the delivery of benefits and mitigation plans. List assumptions, dependencies or constraints associated with the delivery of benefits. Ensure you present the information in a way that is known, understood and accepted to your key stakeholders to ensure they understand what is being presented to them. This may be in a table form, or, in a risk identification form based on what your agency normally does.

Assumptions

For assumptions, both positive and negative, consider adding a weighting or percentage to how confident the team is in their assumptions as this will help manage expectations.

Dependencies

A dependency will have a direct impact on the progress of the project or program, hence the reason it’s important they are clearly mapped out and planned for to avoid disruption. The larger the project or program, the greater the complexity.

## Plan to manage and approve benefit deliverables

* List workshops to identify, classify or measure benefits.
* List collaborative activities with stakeholders to complete benefit deliverables.
* Reference who will approve benefit deliverables.

## Plan to manage and report benefits

* Reference how benefit reporting is aligned to program or project implementation milestones or if it will be embedded into business as usual reporting operations.
* Reference any capabilities to access, interpret and report upon and use data, or, if data is only available at certain points in time.
* Reference whether data will be coming from external sources to ensure stakeholders are aware it is outside of the team’s hands.
* Outline responsibilities for handover of benefit realisation to the business as usual teams.

## Plan to manage evaluation activities

* Reference how the benefits plan and supporting deliverables will be reviewed and maintained.
* Reference any organisational requirements to evaluate programs and benefits data.
* Reference any activities to align the benefits plan with organisational evaluation plans.
* Reference how information will be stored and accessed for others to review in the future.

**Appendices**

Based on your organisation’s benefit’s governance arrangements, at this point you could consider including the following documents;

* Benefits Register, template for tracking each benefit or insert link to benefit tracking tool
* Benefits map
* Benefit profile
* Benefits distribution matrix
* RACI (Responsible, Accountable, Contribute and Informed), template or documenting roles and responsibilities