|  |
| --- |
| Company Name |
| Benefit Realisation Plan |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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**Document History**

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**Revision History**

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| Version | Revision Date | Change Summary | Author |
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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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Table of Contents

[1. Programme/Project ID 7](#_Toc327275286)

[2. Benefit Realisation Plan 7](#_Toc327275287)

[3. Review and Assessments 7](#_Toc327275288)

[4. APPENDIX: Programme/Project Plan 7](#_Toc327275289)

[5. APPENDIX: Benefit Register 7](#_Toc327275290)

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Benefit Realization Plan

*Use this table to compile a complete summary of all the benefits (and disbenefits) that will result from the business changes enabled by the change programme/project.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Benefit ID | Benefit Description | Start Date | End Date | Owner | Related Benefits |
| *Unique identifier* | *Brief description of the benefit* | *When the benefit will be evident and measurable* | *When the full value of the benefit will have been achieved* | *Who will be accountable for ensuring the benefit is fully realized* | *Which benefits (ID) this benefit links to (see benefits map)* |

# Review and Assessments

* 1. **Benefits Realisation Milestones**

*Insert relevant information about the key programme/project milestones at which benefits realization will be reviewed and assessed.*

**3.2 Scheduled Benefit Reviews**

*Use this table to list the benefit review schedule and who will be involved.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Date | Benefit Review Objectives | Benefits subject to review | Lead Reviewer | Review Participants |
| *Date* | *Brief description of the objectives of the benefit review* | *Benefit IDs included in this review* | *Who will lead the review* | *Who will be involved in the review* |

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current programme/project plan.*

# APPENDIX: Benefit Register

*Include list of Benefits (or location of) recorded in the Benefits Cards.*