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| --- |
| Company Name |
| Benefit Management Strategy |
| [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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**Approvals and Sign-Off**

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

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# Programme/Project ID

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

# Standards, Definitions and Boundaries

*Describe the corporate or other policies, procedures or standards that will be applied when defining, measuring, managing and tracking benefits realization. Which benefits will be subject to measurement and tracking within the scope of the programme/project and which are outside of it.*

# Measurement Methods & Tools

*Describe the approaches, methods and tools (including any software models or simulations) that will be used to capture, analyse and measure realization of relevant benefit data.*

# Roles and Responsibilities

*State who will be accountable and responsible for benefit management and measurement during the programme/project.*

|  |  |  |  |
| --- | --- | --- | --- |
| Benefit Management Role | Who will fill this role | RACI\* Status | Reporting |
| *Title of role* | *Name of person undertaking this role* | *Insert RACI status* | *Who the person will report to* |

*\*R=Responsible, A=Accountable, C=Consulted, I=Informed*

# Business Areas Impacted

*Summary of business areas impacted by the changes and in which benefits will be realized, and when those benefits are anticipated.*

|  |  |  |  |
| --- | --- | --- | --- |
| Business Areas Impacted | Description of Impact of Changes | Benefits Realized | Timescale for Realization |
| *Name of business area impact by the changes* | *Brief description of the changes impacting on this business area* | *List Benefit IDs* | *Who the person will report to* |

# Benefit Management Priorities

*Summary of key priorities for benefits management and realization and how benefits link to achievement of other/corporate strategic goals.*

# Reviews and Assessments

*Insert summary information about the approach and methods to be used for review and assessment of benefits management and realization.*

# 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.*