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| Company Name |
| Benefits Map |
| [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.*

# Benefit Map

*This is usually a graphical representation of the relationship between the deliverables of a project/project(s), the business changes (sometimes referred to as “capabilities”), the benefits and disbenefits that would result from the changes and, the strategic goals of the programme/project. Include the graphical representation as an Appendix.*

*Descriptions of each of these elements of the benefits map can be recorded under the following headings.*

* 1. Project Deliverables

*List of specific deliverables (or outputs) from the project(s).*

* 1. Business Changes

*A summary of the high-level business changes that will be enabled by the deliverables/outputs.*

* 1. Benefits/Disbenefits

*A list of the resulting benefits/disbenefits and their relationship to the business changes.*

* 1. Strategic Goals

*A list of the strategic goals that will be supported or contributed to by the business changes and the resulting benefits.*

# Date of Next Review

*Insert the planned date of the next review.*

*The benefits map, like many aspects of a programme/project can be subject to many changes during the programme/project lifecycle. It is a dynamic support tool, to be used throughout the lifecycle and as such should be regularly revisited to ensure that the benefits map is up-to-date and aligned to business needs.*

# Owner

*Name of the document owner – usually the Business Change Manager.*

# Appendix – Benefits Map

|  |  |  |
| --- | --- | --- |
| Capabilities (Outputs from Projects) | Benefits | Strategic Goals Supported |
| *Include the projects that will deliver outputs that the business will use to generate new/improved business benefits* | *Include all of the benefits, including the ‘intermediate’ (sometimes referred to as ‘stepping stones’) and ‘end benefits’ that the project outputs will enable* | *Link the benefits to the strategic goals for your change programme or project* |