|  |
| --- |
| Company Name |
| Benefits Realisation Strategy |
| [Type name of programme/project] |

Place your company logo here

|  |
| --- |
| Insert name of document author  Select date |

Page left intentionally blank

**Document History**

|  |  |
| --- | --- |
| Owner: |  |
| Location: |  |
| Status |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Change Summary | Author |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approvals and Sign-Off**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved by | Position | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
| Version | Distributed to | Date Issued |
|  |  |  |
|  |  |  |
|  |  |  |

Page left intentionally blank

Table of Contents

[1. Programme/Project ID 7](#_Toc352320340)

[2. Standards, Definitions and Boundaries 7](#_Toc352320341)

[3. Measurement Methods & Tools 7](#_Toc352320342)

[4. Measurement Roles and Responsibilities 7](#_Toc352320343)

[5. Business Areas Impacted 7](#_Toc352320344)

[6. Benefit Priorities 7](#_Toc352320345)

[7. Reviews and Assessments 7](#_Toc352320346)

[8. APPENDIX: Programme/Project Plan 8](#_Toc352320347)

[9. APPENDIX: Benefit Register 8](#_Toc352320348)

Page left intentionally blank

# Programme/Project ID

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

# Standards, Definitions and Boundaries

*Describe the relevant standards (i.e. for identification, mapping, monitoring and review of benefits), definitions (i.e. clarification of benefit-related terminology used) and boundaries (i.e. the business scope of benefit realization) that apply to the benefits to be managed and realised in this programme/project*

# Measurement Methods & Tools

*Describe the benefit measurement approaches, methods, tools (e.g. software models, if used) and procedures that will be utilized to monitor and track benefit realization.*

# Measurement Roles and Responsibilities

*Describe the roles and responsibilities involved in managing and delivering the strategy.*

# Business Areas Impacted

*Describe the specific business areas impacted by benefits realization and which benefits are to be realized (cross-refer to Benefit Cards).*

# Benefit Priorities

*Describe the benefit priorities of the strategy i.e. which benefit types attract most interest e.g. tangible financial or other direct savings, and the order of priority.*

# Reviews and Assessments

* 1. **Benefits Realisation Milestones**

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

* 1. **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 an extract from (or location of) the current Benefit Cards.*