

Benefits Management Resource Pack



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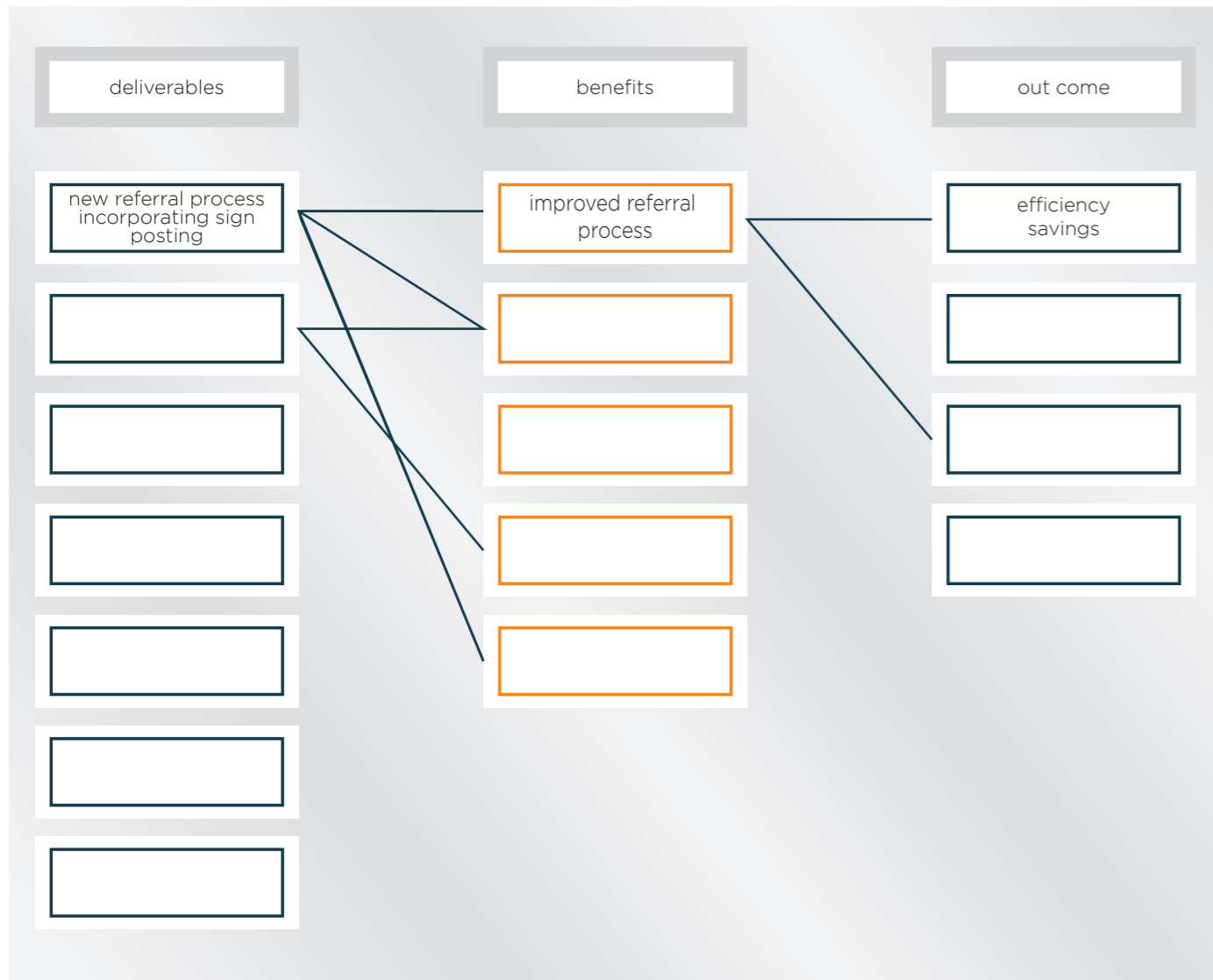
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getting started cont...

2.3 Analyse

2.3.1 Benefits map



getting started cont...

3.3.2 Benefits model - example of ranking

No.	Benefits	Importance of benefit to the success of the project 3 = critical to demonstrate 2 = important to demonstrate 1 = good to demonstrate	Ease of benefit measurement 3 = relatively easy to measure 2 = requires work to measure 1 = cannot be measured/very difficult	Combined score	Ranking
	Description of the benefit	Allocate score of 1 to 3 based on how important the benefit is to the success of the project	Allocate score of 1 to 3 based on how difficult or easy it is to measure the benefit	Add both scores to get a combined score	Rank benefit based on score and any other relevant criteria

Please note that this is one example of how to allocate a score to benefits to assist with benefit ranking. Other criteria can be used and indeed, should be considered to support the specific requirements of each project. Scoring is simply a mechanism to help decision making and other factors must be taken into account - if a benefit is considered an absolute must in terms of project achievement then regardless of how difficult it is to measure, it should remain a priority.

getting started cont...

3.5 Assess

3.5.2 Benefit progress report example

Benefits Realisation Summary							
Current RAG	Benefit description	Benefit type	Planned realisation date	Actual realisation date	Prior RAG	Benefit owner	Comments
Provides an indication as to whether the benefit realisation is on track as per the benefit plan	From benefit register Benefit 1	Type as per guide section 1.4 or other relevant type	When the benefit is expected to be realised	When the benefit is actually realised	Provides an indication as to whether the benefit realisation is on track as per the benefit plan	Person responsible for ongoing management of the benefit realisation	
	Benefit 2						
	Benefit 3						
	Benefit 4						
	Benefit 5						
	Benefit 6						
	Benefit n						

1 This table is an extension of the benefits table completed in Section 4
 2 NHS Scotland: Costs Book, Information Services Division Scotland, 27th November 2012. <http://www.isdscotland.org/Health-Topics/Finance/Costs/>

