

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- Covers all benefits mentioned in the Business Case.
- The benefits are measurable and baseline measures have been recorded.
- Describes suitable timing for measurement of the benefits, together with reasons for the timing.
- Identifies the skills or individuals who will be needed to carry out the measurements.
- The effort and cost to undertake the benefits reviews is realistic when compared to the value of the anticipated benefits.
- Consideration is given to whether dis-benefits should be measured and reviewed.

Benefits management approach

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

1 Document history

1.1 Document location

This document is only valid on the day it was printed. The source of the document will be found at this location – *[insert project folder structure]*

1.2 Revision history

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2 Scope

[The scope of the benefits management approach covering what benefits are to be managed and measured.]

3 Accountability

[Who is accountable for the expected benefits?]

4 Benefits measurement

[What management actions are required to ensure that the project's outcomes are achieved. How to measure achievement of expected benefits, and when they can be measured.]

5 Resources

[The resources needed to carry out the benefits reviews.]

6 Baseline measures

[Baseline measures from which the improvements will be calculated.]

7 Performance review

[How the performance of the project product will be reviewed.]