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| **Benefits Realization Plan** |

**Document Information**

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| **Sponsor** |  | **Business Owner** |  |
| **Project Manager** |  | **Estimated Budget** |  |
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| Project Sponsor |  |  |  |
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Template Guide

*[Delete this section after completing the remainder of this document.]*

**What is a benefits realization plan?**

The benefits realization plan outlines the activities needed to achieve the planned benefits of the project. The plan identifies the timeline, tools, and resources necessary to ensure the benefits are fully realized over time.

For more information on effectively managing and realizing project benefits, see Project Management Institute’s (PMI) [Benefits Realization Management (BRM) Framework](https://www.pmi.org/-/media/pmi/documents/public/pdf/learning/thought-leadership/benefits-realization-management-framework.pdf), published as part of the PMI Thought Leadership Series.

**Why create a benefits realization plan?**

The benefits realization plan enables the project team and leadership to have a shared understanding of the expected outcomes and benefits of the project and ensures the expected benefits are measurable and aligned with the organization’s strategic goals.

**How to use this template**

This template provides a guide to help project managers develop a benefits realization plan for new technology and/or business system projects. Additional sections may be added or removed according to the specific business circumstance and need. Sample tables and charts have been included to provide tips on how to complete each section.

*Italicized instructions are included throughout this template to explain the purpose of each section and how to complete it.* ***These should be deleted from the final document.***

# Purpose

*[This section summarizes the purpose of the benefits realization plan.]*

The benefits realization plan assesses the value and organizational impact of the project. It identifies the benefits to be delivered by the project and ensures the benefits are specific, measurable, attainable, realistic and time based (SMART).

# Benefit Description

*[This section defines each benefit in the project/investment: tangible and intangible, financial and non-financial, extrinsic or intrinsic. It also explains how the benefit will be fully realized.]*

## Benefit Description

*[Provide a list of benefits and a detailed description of how the project will achieve the benefit.]*

The expected benefits of the project include:

## Benefit Measures

*[This section describes the key metrics that will be collected, and the processes that will be used to collect data and measure the program benefits. Consider embedding or linking to the Benefits Measurement Plan/table.]*

The following table identifies the expected benefits, measurements, frequency, baseline and target measures.

**Benefit Measurement Plan**

| **Benefit** | **Measurement Metric** | **Measurement Technique** | **Measurement Frequency** | **Baseline Value** | **Target Value** |
| --- | --- | --- | --- | --- | --- |
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# Roles and Responsibilities for Benefits Realization and Management

*[This section describes specific roles and responsibilities of the program team members to deliver the final and intermediate benefits in the program. Attach a Responsibility Assignment Matrix (RAM) or a Responsible, Accountable, Consult, Inform (RACI) matrix as appropriate.]*

# Assumptions

*[This section lists any assumptions associated with the benefits defined in the plan such as availability of resources at the required time.]*

This project is operating under the following assumptions, which may impact the realization of the expected benefits described above: