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**Benefit Plan (Lite)**

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| Aim of the document is for the Benefit Owner to choose up to 3 benefit metric's to track to determine project success in terms of benefit realisation  Guidance from PGO - where there is an applicable SteerCo, PCG or oversite group run by the Benefit Owner or sponsor, this criteria is tracked for progress to ensure benefit realisation occurs |
| **Purpose:** A Benefit Profile is required to be completed for the main reportable benefit that the benefit owner chooses to use to track benefit success.  **Definition:** Benefits are measurable enhancements or advantages to an organisation, given its vision, mission, values, objectives and strategies. Benefits generally result from the delivery of outputs, outcomes and consequential changes from the projects and programs. |

**Benefit Details**

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| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Main Benefit Type** | Choose an item. | **Primary Classification** | Choose an item. |
| **Date Prepared** |  | **Date Plan approved**  (By Benefit Owner through SteerCo) | Click or tap to enter a date. |
| **Profile completed by**  (Position and Name) |  | **Planned date of realisation** | Click or tap to enter a date. |
| **Financial Benefit (S)** (if applicable) |  | | |
| **BENEFIT DESCRIPTION –** Briefly describe the benefit. A Benefit should be Specific, Measurable, Attainable, Relevant, Time bound and Agreed | | | |
|  | | | |
| **Strategic Alignment:** Briefly describe how the benefit aligns with UQ’s strategic objectives and KPIs. | | | |
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| **Beneficiaries:** List the group beneficiaries | | | |
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| **Assumptions:** For the most relevant benefits the Owner wants to track, what are the largest assumptions for the project to consider in terms of benefits | | | |
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**Benefit Measurement and Tracking** – Describe how the benefit will be measured and tracked towards realisation

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| **#** | **Benefit measure/indicator** | **Baseline** | **Target value/planned improvement** | **Tracking Frequency**  (How often is the benefit going to be monitored) | **Tracking Responsibility**  (who is the person tracking the benefit) | **What is the oversight committee/body that will receive tracking information** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |

**Enabling changes required to realise benefits** – Note may not be required if the project does not require a reasonable adjustment to People, Processes or Systems

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| **#** | **Describe the nature and magnitude of change required** | **Planned change management strategy**  (in summary what is the key change activities that need to happen for each benefits) | **Person responsible for change management**  (note this can also be needed post project implementation) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Risks to realising benefits**

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| --- | --- | --- | --- | --- |
| **#** | **Risk to realising benefit** | **Level of Risk (Extreme, High, Medium, Low)** | **Controls to Manage the Risk** | **Person Responsible for managing the risk** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |