*(About the Benefit Realization Plan: This plan defines roles, responsibilities, and necessary actions to achieve the desired effects from the project’s deliverable. Develop the plan in close cooperation with the Stakeholders who will be responsible for achieving benefits from the project once it ends. Develop the first version of the plan during the Planning Phase and update it at the end of each subsequent phase. Project benefits most often come after the end of the project but can sometimes be realized while the project is still in progress. In any case, the local Line Management/System Owner is responsible for benefit realization after handover of the project.*  
*The Benefit Realization Plan is based on the desired outcomes described in the Concept Phase and describes both key indicators and necessary actions to achieve them. Note that there is a distinction between project objectives—which are the Project Team’s responsibility—and desired outcomes, which the local Line Management/System Owner is responsible for achieving after project handover.)*

1. Background and Rationale   
   *(Summarize pt.1 from the Project Description)*
2. Desired Outcomes and Benefits   
   *(Use information from pt.1 and pt.2 of the Project Description)*
3. **Change Log**   
   *(Develop and update the Benefit Realization Plan throughout the project. Document major changes to the plan—those requiring approval from the Project Owner—in the change log. Describe the change, who made it, and who authorized it. Update the plan, at a minimum, at the end of every phase.)*

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| --- | --- | --- | --- | --- |
| Version | Date | Change | Responsible for Change Description | Responsible for Change Authorization |
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1. Overview of Benefits   
   (*Use Benefits and Desired Outcomes from the Project Description.*)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Benefit Overview | | | | | | | | | |
| № | Name | Description | Desired Outcome (can be both quantitative and qualitative) | Where will the benefit be realized? | Who is responsible for realizing the benefit? | How is the benefit measured (method, time, responsibility) | Benefit start date | Benefit end date |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
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1. Prerequisites and Dependencies for Benefit Realization

*(Present the relationship between the various expected benefits and the conditions, including dependencies, required for their realization. Attaining a particular benefit is often dependent on achieving one or more benefits in advance. Describe the cause and effect relationships in a clear and easily understandable way.)*

1. **Risks and Mitigation Strategies**

*(For each of the projects benefits or desired outcomes, describe any risks and the strategies for mitigating them.)*

**DISTRIBUTION LOG**

*(Update the Distribution Log as the plan goes through successive versions to ensure that all relevant Stakeholders receive the most up-to-date version of the Benefit Realization Plan.)*

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* At a Glance—Benefit Realization Plan  
  What is a Benefit Realization Plan?   
  This document defines how project benefits are measured, when they are expected to appear, and the roles, responsibilities, and specific actions related to achieving them. It also describes the expected benefits and presents realistic plans for realizing them to the project Stakeholders.   
    
  It is important to involve Stakeholders who will be responsible for realizing project benefits in developing the Benefit Realization Plan at an early stage to build a sense of ownership of the planned benefits.  
    
  The role of Benefit Realization Lead entails:  
  1. Ownership of the Benefit Realization Plan  
  2. Delegation of responsibility to relevant line managers for realization of specific benefits  
  3. Monitoring foreseen benefits and updating the plan as necessary (in cooperation with relevant line managers)  
  4. Assuring that the organization is prepared to implement the project deliverable as planned (in cooperation with relevant line managers)  
  5. Follow-up of planned benefits that can be realized during the course of the project (in cooperation with relevant line managers)  
  6. Follow-up of planned benefits after the project deliverable is implemented (in cooperation with relevant line managers)
* Purpose of the Benefit Realization Plan  
  The intent of the plan is to give the organization the best possible chance of achieving the planned benefits of the project.

Who Develops the Benefit Realization Plan?

The Project Manager develops the plan on behalf of and in collaboration with the Project Owner and the Stakeholders in the organization who are responsible for realizing project benefits.

Who Receives the Benefit Realization Plan?

The plan is a part of the project's planning documentation and is sent to the Project Owner and the Steering Committee.

When is the Benefit Realization Plan Produced?

Development of the plan begins in the Planning Phase and updates occur continually. At a minimum, update the plan at the end of each phase. If the project is a part of a larger program, the plan can be a component of the program's Benefit Realization Plan and managed at the program level.

