

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Benefits Review Plan. There is also a Product Description for the Benefits Review Plan at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Benefits Review Plan document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Benefits Review Plan document under its own name

Save the Benefits Review Plan document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Benefits Review Plan is complete check the document against the following Quality Criteria:

- 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

PROJECT DOCUMENTATION

BENEFITS REVIEW PLAN

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Benefits Review Plan 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 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

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Scope

[The scope of the Benefits Review Plan covering what benefits are to be measured]

4 Accountability

[Who is accountable for the expected benefits?]

5 Benefits Measurement

[How to measure achievement of expected benefits, and when they can be measured]

6 Resources

[What resources are needed to carry out the review work?]

7 Baseline Measures

[Baseline measures from which the improvements will be calculated]

8 Performance Review

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