**Strategic Portfolio Management Office**

**Benefits Management Checklist**

*Please use this checklist to ensure benefits are effectively planned, monitored and realised throughout the lifecycle of the project.*

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|  | **Benefits Identification** | Y/N |
| **DEFINE** | Have all potential benefits and disbenefits been identified and documented on the Benefit Log or Celoxis, including those detailed in the Project Proposal, Project Initiation Document, Business Case etc? |  |
| Are the benefits aligned to the strategic objectives of the organisation? |  |
| Have stakeholders had the opportunity to identify, shape and provide input for the project benefits? |  |
| Are the benefits documented as **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound? |  |
| Have the benefits been categorised according to cash releasing, non-cash-releasing, societal and quantitative? |  |
| **Baseline Establishment** |  |
| Has a baseline been established for each identified benefit? |  |
| Are the baseline metrics reliable and accurately represent the starting point? |  |
| **Responsibility Assignment** |  |
| Have Benefits Owners been assigned for each benefit? |  |
| Are Benefit Owners aware of their role and accountability in achieving the benefits? |  |
|  | **Measurement Plan** |  |
| **MONITOR** | Have you met with SPMO to agree a clear plan for how each benefit will be measured? |  |
| Are the measurement methods and metrics agreed upon by stakeholders? |  |
| Are data collection mechanisms in place to track progress? |  |
| **Monitoring** |  |
| Is there a system in place to regularly monitor progress towards each benefit? |  |
| Have you met with SPMO to agree how and when progress reports will be generated and reported? |  |
| Is there a plan to ensure any deviations from the expected benefits are promptly addressed? |  |

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|  | **Reporting** |  |
| **REPORT & ASSURE** | Are the achieved benefits validated against the baseline? |  |
| Are stakeholders involved in validating the benefits? |  |
| Is there a process for documenting and communicating validated benefits? |  |
| **Risk Management** |  |
| Have the potential risks to benefits realisation been identified and assessed? |  |
| Are there mitigation plans in place for these risks? |  |
| Is there a process for reviewing and updating risk assessments periodically? |  |
| **Lessons Learned** |  |
| Is there a mechanism for capturing lessons learned throughout the benefits realisation process? |  |
| Are lessons learned shared with relevant stakeholders to improve future projects? |  |
|  | **Stakeholder Satisfaction** |  |
| **REALISE & SUSTAIN** | Have stakeholders been surveyed or consulted to gauge their satisfaction with the achieved benefits? |  |
| Are there mechanisms in place for addressing any concerns or feedback from stakeholders? |  |
| **Project Close** |  |
| Has the project been formally closed, and all relevant documentation completed? |  |
| Forward final documents to SPMO for example Lessons Learned Log, Closure Report and Benefits Log? |  |
| Are there plans in place for handing over ongoing benefits realisation activities to the appropriate stakeholders or departments? |  |