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| ACT Government Logo |  **Benefits Realisation Plan** |

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| **Project name:** |  |
| **Tier:** |  |
| **Sponsoring Agency:** |  |
| **Sponsoring Minister:** |  |
| **Contact officer:** |  |
| **Benefits Manager:**  |  |
| **BRP finalisation date:** |  |

This Benefits Realisation Plan (BRP) Template should be completed using the [BRP Guidelines](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan).

**Version control**

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| --- | --- | --- |
| **Version** | **Date** | **Authorising Officer (name and title)** |
| *e.g. Draft version 1.0* | *e.g. DD/MM/YYYY* |  |
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# Guide to using the template

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| * The Project Team should use this template to develop a BRP for its project. The template *should not be used in isolation* but should be read and used alongside the [guidance](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan) on undertaking a BRP
* **For Tier 1 projects:** It is mandatory for the Project Team to develop a BRP
* **Tier 2 and Tier 3 projects:** It is optional for the Project Team to develop a BRP
* **Programs and Precincts:** It is mandatory for the Project Team to develop a BRP if the Program or Precinct includes (or is likely to include) a Tier 1 project. It is recommended that the Project Team develop a BRP for the entire Program or Precinct if the Program or Precinct only includes Tier 2 or Tier 3 projects. The Project Team may also develop a BRP for individual projects within the Program or Precinct if it deems it appropriate or useful.
* In completing this template, the Project Team should:
	+ Refer to the [BRP Guidelines](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan) for further information
	+ Use the guidance in the purple boxes at the beginning of each sub-section to inform the development of the BRP. These boxes should be deleted from the final version of the BRP
	+ Use the headings, sub-headings and tables that have been provided to guide the development of the BRP
	+ Append the final Benefits Register and benefits realisation reporting template to the BRP.
 |

# Introduction

*Refer to the* [*Guidelines*](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan#Objectives-of-a-Benefits-Realisation-Plan) *for developing the BRP for further information.*

## Purpose of this BRP

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| **Content to be included in this sub-section** |
| The Project Team should include the purpose and objectives of the BRP and ongoing benefits realisation process, and any principles that were followed in the preparation of the BRP.*The Project Team should delete this box from the final version of the BRP.* |

## Project overview and context

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| **Content to be included in this sub-section** |
| To ensure that the BRP can be read independently to the Business Case, the Project Team should include the following, tailored as appropriate to its project: * A summary of the project
* Key project objectives
* A summary of any relevant supporting documents (such as the Business Case).

*The Project Team should delete this box from the final version of the BRP.* |

## Key stakeholders

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| **Content to be included in this sub-section** |
| In this section, the Project Team should include a description of the following: * The Sponsoring Agency
* Key Agencies who have been or will be involved in the project, and their relationship to the project
* Other stakeholders or stakeholder groups that will be affected by the project
* Stakeholders that have been consulted during the development of this BRP or the Benefits Register
* Any future plans to identify or collaborate with stakeholders.

*The Project Team should delete this box from the final version of the BRP.* |

# Identified benefits and economic costs

*Refer to the* [*Guidelines*](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan/benefits-realisation-process#Identify) *for developing the BRP for further information.*

## Project benefits and economic costs

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| **Content to be included in this sub-section** |
| The Project Team should list the measurable benefits that it expects the project to realise and any economic costs that are expected to occur as a result of the project.The Project Team should append the Benefits Register to the BRP (Appendix A – Finalised Benefits Register) and any other documents that informed its development, including the Business Case (Appendix C- Additional documents that contributed to the BRP).*The Project Team should delete this box from the final version of the BRP.* |

## Baseline and target measures

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| **Content to be included in this sub-section** |
| The Project Team should provide the KPIs and associated baseline and target measures for each of the benefits and economic costs expected as a result of the project. *The Project Team should delete this box from the final version of the BRP.* |

# Benefits realisation reporting

*Refer to the* [*Guidelines*](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan/benefits-realisation-process#Report) *for developing the BRP for further information.*

## Process for reporting

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| **Content to be included in this sub-section** |
| The Project Team should detail the process that they will undertake to track and report the expected benefits and economic costs over time. In this section, the Project Team should include:* The data that will be required to measure each benefit and economic cost
* Data sources
* The process for collating data and measuring benefits and economic costs
* The process for assessing benefits and economic costs against their baseline and target measures
* The frequency of benefit and economic cost reporting
* How the benefits realisation reports will be generated, monitored and used.

The reporting template for benefits realisation should be developed and attached as an appendix to the BRP (Appendix B – Reporting template for benefits realisation). *The Project Team should delete this box from the final version of the BRP.* |

## Timeframe and milestones

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| **Content to be included in this sub-section** |
| The Project Team should describe the timeframes and milestones for monitoring and evaluating each of the benefits and economic costs. *The Project Team should delete this box from the final version of the BRP.* |

# Benefits management

*Refer to the* [*Guidelines*](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan/risk-and-governance#Governance) *for developing the BRP for further information.*

## Governance structure

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| **Content to be included in this sub-section**  |
| The Project Team must outline the governance structure and resourcing arrangements for overseeing the ongoing benefits realisation of the project. *The Project Team should delete this box from the final version of the BRP.* |

## Roles and responsibilities

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| **Content to be included in this sub-section** |
| The Project Team should describe the roles and responsibilities of the members of the governance structure. In this section, the Project Team should include the roles and responsibilities for each of the following: * Chosen governance entity who will oversee the benefits realisation
* Benefits Manager
* Benefit Owners
* Any other resources that may be required to provide support to the Benefit Owners in the ongoing benefits realisation reporting process.

*The Project Team should delete this box from the final version of the BRP.* |

## Funding arrangements

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| **Content to be included in this sub-section** |
| The Project Team should outline the proposed funding arrangements that they will have in place for ongoing benefits reporting. *The Project Team should delete this box from the final version of the BRP.* |

# Risks, business changes and/or strategic enablers, dependencies and assumptions

*Refer to the* [*Guidelines*](https://www.treasury.act.gov.au/capital-framework/measure/benefits-realisation-plan/risk-and-governance) *for developing the BRP for further information.*

## Key risks and mitigating strategies

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| **Content to be included in this sub-section** |
| The Project Team should include a list of the key risks, uncertainties or issues which may affect realisation of the benefits and identify mitigating strategies. *The Project Team should delete this box from the final version of the BRP.* |

## Business changes and/or strategic enablers

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| **Content to be included in this sub-section** |
| The Project Team should include a description of any business changes or strategic enablers that will need to occur to ensure that the project realises the expected benefits in full and minimises the economic costs. If realisation of any benefit is dependent on any business changes or strategic enablers occurring, these should be outlined here. In this section, the Project Team should also include: * The Agency that is responsible for implementing the business change or strategic enabler
* The plan to deliver the business change or strategic enabler
* The benefits affected by each business change or strategic enabler
* Current status of the business change or strategic enabler and the timeframe for its completion.

*The Project Team should delete this box from the final version of the BRP.* |

Table 1: Required business changes

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| No.  | Business change | Description | Benefits affected | Responsible Agency | Plan for delivering the change | Timeframe to complete | Current status |
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Table 2: Required strategic enablers

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| No.  | Strategic enabler  | Description | Benefits affected | Responsible Agency | Plan for delivering the change | Timeframe to complete | Current status |
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## Synergies and dependencies

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| **Content to be included in this sub-section** |
| The Project Team should include any opportunities that are available for synergies with other projects or benefits monitoring processes. *The Project Team should delete this box from the final version of the BRP.* |

## Assumptions

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| **Content to be included in this sub-section** |
| The Project Team should include any assumptions that were used during the preparation of the BRP, including availability of baseline data. *The Project Team should delete this box from the final version of the BRP.* |

# Appendix A – Final Benefits Register

This is an example Benefits Register template which may be used by the Project Team to create a Benefits Register.

Table : Benefits Register

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No.  | Project benefit/ economic cost  | KPI measure | Data source | Calculation method | Business changes / strategic enablers required  | Baseline year | Baseline measure | Benefit target | Milestone target(s) | Reporting start date | Update frequency | Reporting end date | Benefit Owner |
|  | [Include both the name and description of the benefit or economic cost]  | [There can be more than one KPI per benefit / economic cost]  |  |  |  |  |  | [The expected and target forecasts including timeframe where relevant]  | [Key milestones and timeframes for realisation] |  | [E.g. annually, quarterly, 5-yearly]  |  |  |
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# Appendix B – Reporting template for benefits realisation

The format of the reporting template is to be discussed and agreed with the Benefits Manager.

# Appendix C – Additional documents that contributed to the BRP

The Project Team should append any additional documents that contributed to the development of BRP, including the project’s Business Case.