| **B.04 Benefit Review Plan** | | | | | | | |
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| Project name: |  | Project ID: |  | Version: |  | Date: |  |
| Title: |  | | | | | | |
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| 1. **The scope of the Benefits Review Plan covering what benefits are to be measured** | | | | | | | |
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| 1. **Who is accountable for the expected benefits** |
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| 1. **How to measure achievement to expected benefits, and when they can be measured** |
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| 1. **What resources are needed to carry out the review work** |
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| 1. **Baseline measures from which the improvements will be calculated** |
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| 1. **How the performance of the project´s product will be reviewed** |
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***Note:***

*A Benefits Review Plan is used to define how and when a measurement of the achievement of the project´s benefits, expected by the Senior User, can be made. The plan is presented to the Executive during the Initiating a Project process, updated at each stage boundary, and used during the Closing a Project process to define any post-project benefit reviews that are required.*

*The plan has to cover the activities to find out whether the expected benefits of the products have been realized and how the products have performed when in operational use. Each expected benefit has to be assessed for the level of its achievement and whether any additional time is needed to assess the residual benefits. Use of the project´s products may brought unexpected side-effects, either beneficial or adverse. Time and effort have to be allowed to identify and analyse why these side-effects were not foreseen.*

*If the project is part of a programme, the Benefits Review Plan may be contained within the programme´s benefits realization plan and executed at the programme level. Post-project, the Benefits Review Plan is maintained and executed by corporate or programme management.*