#### BENEFITS REVIEW PLAN

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| --- | --- |
| **Project:** | **AI** |
| Release: |  |
| Date: 07/02/2024 |  |
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|  |  |
|  |  |
| Author: |  |
| Owner: Tritek |  |
| Client: Tritek Consulting |  |
| Document Ref: |  |
| Version No: | v1.0 |

# 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 – *Project AI>Docs & Files>Define>BA Documents>Benefit Review Plan*

## 1.2 Revision History

**Date of this revision**: 07/02/2024

**Date of next revision**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 07/02/2024 |  | 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** |
| Mohammed |  | Sponsor | 07/02/2024 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Toyin Ogundana | PSA | 07/02/2024 | 1.0 |
| Jimi Ipaye | BSA | 07/02/2024 | 1.0 |

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## 3 Scope

Project AI aims to modernize Tritek's LMS profile, making it more current and relevant for its users. The project will focus on incorporating the latest features in the market and ensuring a seamless interface and user interaction. The allocated budget for this project is £40,000, with a timeline of 10 weeks (7 weeks for the project and 3 weeks for the build-up), with no tolerance for delays.

By updating the LMS profile, Tritek aims to enhance the user experience, improve engagement, and provide easy navigation for its candidates. However, it is important to address potential challenges such as candidate adaptability to the updated version. To mitigate this, comprehensive training and support videos will need to be provided to ensure a smooth and successful transition for all users.

## 4 Accountability

Accountability provides information on who is accountable for the expected benefits of Project AI success. To achieve a successful mandate, we have adopted the use of the RACI matrix to understand who is accountable and responsible.

The RACI accountability model is a tool used to identify roles & responsibilities for all the stakeholders during a project.

* **Responsible:** The person who does the work to achieve the task. They are responsible for getting the work done or decisions made.
* **Accountable:** The person or organization who is accountable for the success of the project and they are often not responsible for all delegated deliverables. Their main responsibility is to **\*** **E**stablish clear goals and targets. **\*** **F**ocus on the future state. **\*** **A**sk for assistance when needed. **\*** **P**rovide honest and constructive feedback.
* **Consulted:** This refers to people who provide information for the project and with whom there is two-way communication. They are often subject matter experts SMEs), and they would be consulted about specific aspects of the project.
* **Informed:** These are stakeholders who are kept informed of progress and with whom there is one-way communication. They are affected by the outcome of the tasks and need to be kept up to date.

The table below provides the stakeholder matrix for the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Roles/**  **Stages** | **Initiate** | **Define** | **Execute** | **Close** |
| **R** | * PM * PMO team * BA Team * Sponsor | * PM * BA Team | * PM * BA Team * Developer | * PM Lead * PMO Team * BA Team * Sponsor |
| **A** | * PM & BA Leads | * PM & BA Leads | * PM & BA Leads | * PM & BA Project Member |
| **C** | * Sponsor * BA & PM Support Analyst | * Sponsor * BA & PM Support Analyst | * Sponsor * Developer * BA & PM Support Analyst | * Sponsor * BA & PM Support Analyst |
| **I** | * Sponsor * Support Analyst | * Sponsor * Support Analyst | * Sponsor * Support Analyst | * Sponsor * Support Analyst |

The major Stakeholders and the Sponsor of project AI are ultimately accountable for the realization of the expected benefits as they are the decision-makers.

## 5 Benefits Measurement

The benefits will be measured by the Volume of users each week and via monitoring the traffic to the platform as summarised on Table 2 below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Benefits | Measurement | Accountability | Time | Remarks |
| Enhance user experience | Increase level of engagement and user traffic on the profile | Sponsor/CEO | Six months after deployment | Candidate interaction to be monitored for maintenance |
| Easy Navigation | Quick and seamless actions/movement on the profile | Admin | Six months after deployment | Candidates feedback must be monitored regularly and timely follow up responses provided at all times |
| Performance tracking | Candidate are able to view, monitor and manage their progress on the profile | Admin | Three months after deployment | Candidate should be rewarded with badges/accolades for their achievements |
| Real time notification | Promptness of message delivery | Admin | One month after deployment | Candidate should be able to receive messages instantly |
| Increase user connectivity and networking | Rates of users’ profile interactions/referrals on the platform | Admin | Six months after launch date | Success stories |

## 6 Resources

The following resource groups will be utilised in the execution of the project:

* **Cost Resources**

The financial cost associated with the project includes the cost of modernising the LMS profile, Tester and Developer. The amount of work to be done and hours required will be determined by the deliverable objective of the project.

* + Budget: £40,000
  + Timeline: 10 weeks with no tolerance

## 7 Baseline Measures

The project team was not provided any previous data, that could be used to benchmark the measurement. However, the baseline measurement has been summarised on Table 4 below.

|  |  |
| --- | --- |
| Table 4 Baseline Measures | |
| Measurement | Baseline |
| Volume of usage of profile |  |
| Number of profile search made on platform |  |
| Documented records of enquiries and conversations |  |
| Number of positive feedbacks from users |  |
| Number of profile related conversations |  |
| Announcements and Notifications |  |

## 8 Performance Review

The performance review would be based on Table 5 below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref. No. | Benefits Description | Owner | Measurement | | Resources |
| How | When |
| BRP01 | Enhance user experience | Sponsor/CEO | Increase level of engagement and user traffic on the profile | Three months after deployment | Sponsor |
| BRP02 | Easy navigation | Admin | Quick and seamless actions/movement on the profile | Six months after deployment | Admin |
| BRP03 | Performance tracking | Admin | Candidate are able to view, monitor and manage their progress on the profile | Three months after deployment | Sponsor |
| BRP04 | Real time notification | Sponsor /Admin | Promptness of message delivery | One month after deployment | Sponsor |
| BRP05 | Increased user connectivity and networking | Admin | Rates of users’ profile interactions/referrals on the platform | Six months after launch date | Admin |

Table 5: Performance Review