Benefits Review Plan

– [Project Name]

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| Purpose | 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. |

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| Rev. | Date | Reason for issue | Author | Reviewed by | Approved by |
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# Scope

[What benefits are to be measured?]

# Accountability

[Who is accountable for the expected benefits?]

# Benefits Measurements

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

# Resources

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

# Baseline Measures

[Baseline measures from which the improvements will be calculated]

# Performance Review

[How the performance of the project’s product will be reviewed]