Benefits Management Plan

**Project:** ADMIRe
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**Version:** 1.1

**Document Purpose (for Priority 1 projects):**

The Benefits Management Plan is a key reference document for the Project Manager and Benefits Owner (Chair of Steering Committee/Board) throughout the project. In conjunction with the Project Plan, it defines the project benefits *(defined as specific/particular parameters within a project)*, how these are mapped to the strategic objective(s) and how the benefits will be monitored/by whom both during and after the project has delivered. The Plan is used by the Project Team/Steering Committee/Board to define, map and monitor benefits.

The Benefits Management Plan consists of 3 parts:

- **Benefits Map** *(scoping exercise - identifying immediate and end benefits)*
- **Benefits Profile** *(information defining each benefit)*
- **Benefits Realisation Monitoring** *(how benefits will be measured, by whom and when)*

The Benefits Management Plan should be agreed in conjunction with the Steering Committee/Board and formally submitted to the Programme Office for approval by SMT. Advice can be sought from the Programme Office when completing documentation – example completed Benefits Management Plans can be viewed via the IS Projects workspace. Please check that you have the latest version of the template: [http://workspace.nottingham.ac.uk/display/isProjects/*+Master+Templates](http://workspace.nottingham.ac.uk/display/isProjects/*+Master+Templates)
Key Themes
- Research Excellence
- Savings & Efficiency

Strategic Objectives
- Robustly enhance our UoN electronic infrastructure to support technology enabled innovation in R & T, especially data management
- Ensure our research outputs are appropriately managed, widely disseminated in order to improve knowledge transfer
- Invest strategically in our research infrastructure across campuses and underpin activities with latest research management systems
<table>
<thead>
<tr>
<th>Benefit Identifier and title</th>
<th>Benefit Description</th>
<th>Benefit type</th>
<th>Baseline value</th>
<th>Benefit start date</th>
<th>Benefit owner</th>
<th>Stakeholders</th>
<th>Units of Measure</th>
<th>Method of measurement</th>
<th>Target values and timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance</td>
<td>Reduced likelihood of fines and compliance requests from RCUK</td>
<td>Financial</td>
<td>None</td>
<td>Jan 2013</td>
<td>RGS</td>
<td>i. IS  ii. RGS</td>
<td>Fines and investigations</td>
<td>Audit</td>
<td>Every 6 months</td>
</tr>
<tr>
<td>Increase in income generation</td>
<td>More successful research bids as a result of consistent RDM policies/practice</td>
<td>Financial</td>
<td>None</td>
<td>Jan 2013</td>
<td>RGS</td>
<td>i. IS  ii. RGS</td>
<td>Successful bids IPR/spin-offs Helpline</td>
<td>Monitored within Agresso SupportWorks statistics</td>
<td>Every 6 months</td>
</tr>
<tr>
<td>Demonstrable Process &amp; Efficiency Savings</td>
<td>Consistent processes for RDM</td>
<td>Intangible</td>
<td>Survey – Q13 Multiple RDM practices</td>
<td>Jul 2012</td>
<td>Libraries, IT and RGS</td>
<td>i. RGS  ii. IS  iii. PD</td>
<td>Data Visibility Training delivery RDM events Website hits RDM survey</td>
<td>Data sets Courses run &amp; attended Google Analytics</td>
<td>July 2012/13</td>
</tr>
<tr>
<td>Support for Open Access Principles</td>
<td>Increase data visibility and access</td>
<td>Tangible</td>
<td>Survey Q18 &amp; 19 0 registered datasets</td>
<td>Mar 2013</td>
<td>Libraries, IT and RGS</td>
<td>i. RGS  ii. IS  iii. Other HEIs</td>
<td>Registered datasets &amp; metadata Increase in data sharing (downloads/hits)</td>
<td>Admin interface of RDM system RDM survey</td>
<td>July 2012/13</td>
</tr>
<tr>
<td>Mitigation of Data Security Breaches</td>
<td>Research data stored and backed up within a resilient environment</td>
<td>Tangible</td>
<td>Survey - Q7 &amp; 9 0 compliance fines</td>
<td>Mar 2013</td>
<td>IT Security</td>
<td>i. IS  ii. Funding/award bodies</td>
<td>Sensitive data metadata Copyright/IPR/ethics requests Storage &amp; back up</td>
<td>RDM survey DAF audit Website or email support requests</td>
<td>July 2012/13</td>
</tr>
</tbody>
</table>