



IS PROJECT DOCUMENTATION

Benefits Management Plan

Project: ADMIRe
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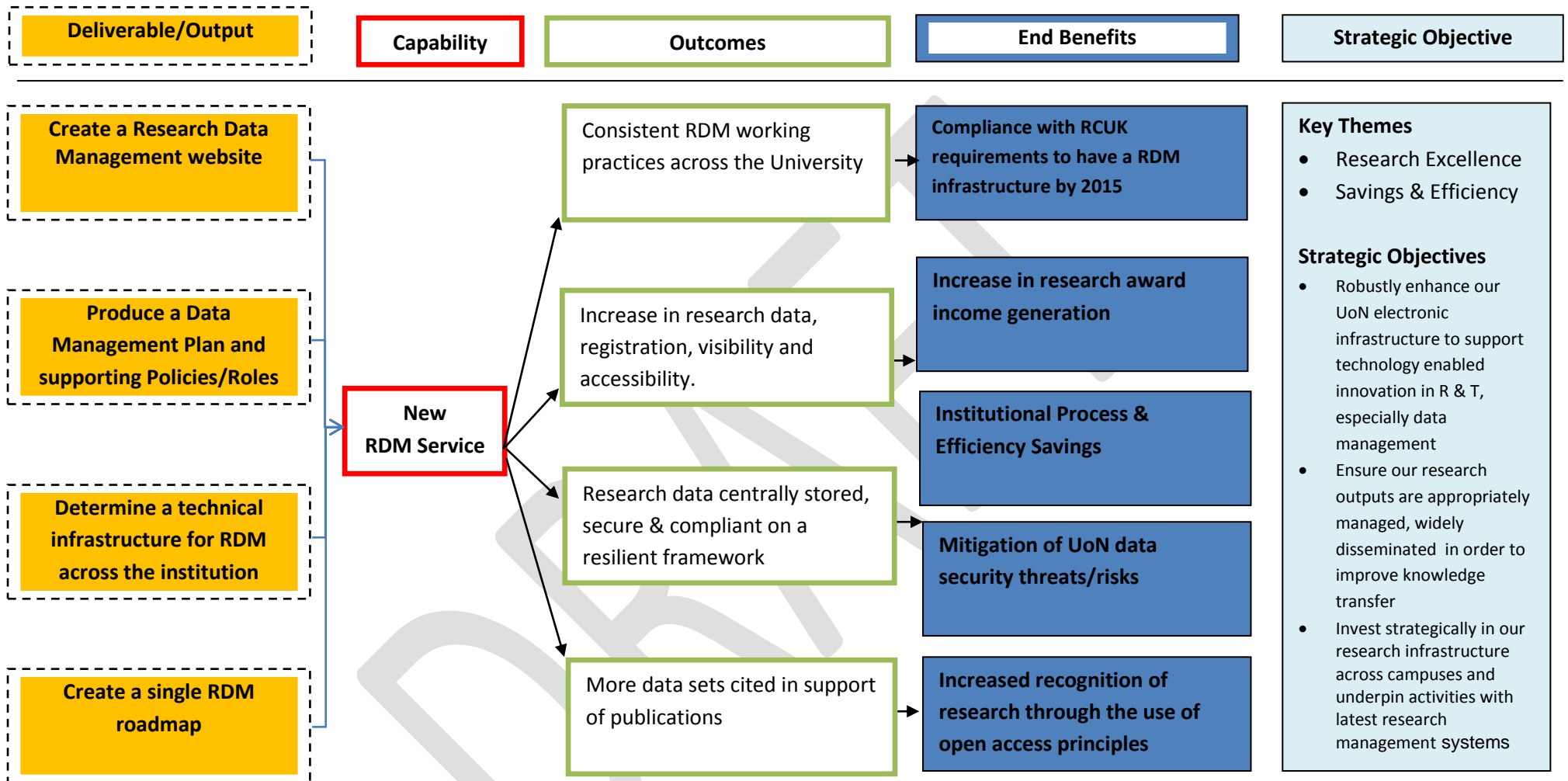
Document Purpose (for Priority 1 projects):

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



Benefits Profile						Realisation Monitoring			
Benefit Identifier and title End benefit Intermediate benefit	Benefit Description Inc who will be the beneficiaries	Benefit type Tangible/ Quantifiable Financial/ Observational	Baseline value	Benefit start date	Benefit owner	Stakeholders (i) Beneficiaries (ii) Influencers	Units of Measure	Method of measurement	Target values and timing
Compliance	Reduced likelihood of fines and compliance requests from RCUK	Financial	None	Jan 2013	RGS	i. IS ii. RGS	Fines and investigations	Audit	Every 6 months
Increase in income generation	More successful research bids as a result of consistent RDM policies/practice	Financial	None	Jan 2013	RGS	i. IS ii. RGS	Successful bids IPR/spin-offs Helpline	Monitored within Aggresso SupportWorks statistics	Every 6 months
Demonstrable Process & Efficiency Savings	Consistent processes for RDM	Intangible	Survey – Q13 Multiple RDM practices	Jul 2012	Libraries, IT and RGS	i. RGS ii. IS iii. PD	Data Visibility Training delivery RDM events Website hits RDM survey	Data sets Courses run & attended Google Analytics	July 2012/13
Support for Open Access Principles	Increase data visibility and access	Tangible	Survey Q18 & 19 0 registered datasets	Mar 2013	Libraries, IT and RGS	i. RGS ii. IS iii. Other HEIs	Registered datasets & metadata Increase in data sharing (downloads/hits)	Admin interface of RDM system RDM survey	July 2012/13
Mitigation of Data Security Breaches	Research data stored and backed up within a resilient environment	Tangible	Survey - Q7 & 9 0 compliance fines	Mar 2013	IT Security	i. IS ii. Funding/award bodies	Sensitive data metadata Copyright/IPR/ethics requests Storage & back up	RDM survey DAF audit Website or email support requests	July 2012/13