

# EAST SUSSEX HEALTHCARE NHS TRUST BUILDING FOR OUR FUTURE HEALTH INFRASTRUCTURE PROJECT

BENEFIT MANAGEMENT PLAN

WHAT **MATTERS** TO YOU **MATTERS** TO US ALL



## **DOCUMENT CONTROL**

DOCUMENT INFORMATION		
Document Title	t Title Benefit Management Plan	
Owner		
Status	V0.1 Working draft	

REVISION HISTORY				
Version	Date	Description		
V0.1	01/12/2020	Working draft		
V1.0	3/12/2020	Final		

### **DOCUMENT SIGN-OFF**

This document must be approved by the following people/groups:

Name	Title	Date	Version
Tracey Rose	Programme Director	4/12/20	V1.0
Programme Board Programme Board			

### **RELATED DOCUMENTS**

These documents provide additional information and specifically reference the content within this document.

Ref	Document Title	Version



### **BENEFITS MANAGEMENT PLAN**

Investment objectives have been established at each level (Trust, Programme and Workstream) which define what the Trust, Programme and Workstreams are trying to achieve. Benefits are the measurable improvements resulting from outcomes (the business change) which are the result or difference from using a single or collection of project/workstream outputs. The investment objectives cannot be achieved without realising the benefits.

The Building for our Future approach to benefits management is consistent with the existing Trust process, which is based upon best practice programme management and a 'goal, method and outcome' approach by providing a clear, step-by-step approach to identifying, managing and realising benefits that align with the Trust's objectives.

# Identify benefits

Benefits identified. A Benefits Owner is assigned who is responsible for defining, and the realisation of benefits.

# Define benefits

Benefits are defined by the Benefit Owner using the goal, method and outcome approach, with clear milestones and route to benefit.

# Verify and approve

Benefits are verified by key stakeholders to ensure the correct benefits have been identified and they have the correct owner. Quality Impact Assessment (QIA) is completed and reviewed.

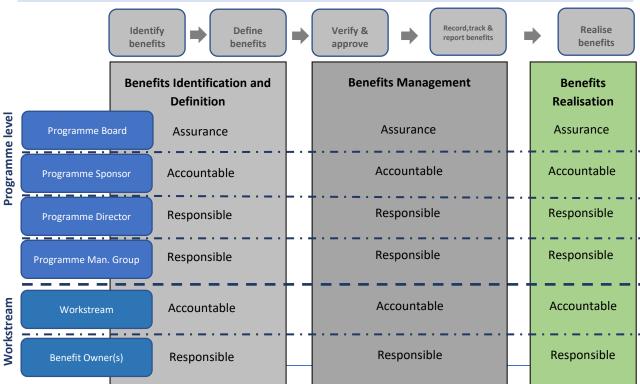
# Record, track & report benefits

Benefits recorded and tracked using the Trust Project Management tool. This can be at Workstream or Programme level to allow for issues to be identified and dealt with early. The reporting of benefits will be regular and dependent on when the benefits will be realised.

# Realise benefits

Benefits are realised and closed by the Benefit Owner.

### **OVERVIEW OF RESPONSIBILITIES**



Title: Benefit Management Plan\_201202\_CJ\_V0.1

Author: Kirsty Watts, Head of Programme Support Office / Charlotte Jeffers - Project Support Manager, Building for our

Future

Date: 01/12/2020



### **BENEFITS TRACKING**

Once benefits are sufficiently defined and verified, they will be regularly monitored to ensure that they are on track for realisation and any issues impacting upon this will be addressed or opportunities that allow benefits to be realised sooner shall be assessed.

Benefits can be tracked at workstream level and also collated for the Programme Board.

In addition to this the benefits will also be tracked at the Transformation and Efficiency Committee.

Monthly update from Benefit Owners on Milestones, risks, issues and benefits Benefit tracking tool updated Benefit tracking tool updated with feedback from Programme and dashboard prepared for Board/Workstreams and Workstreams and Programme progress to realisation, issues Boards and opportunities Feedback from Programme Benefits reported to Board communicated to Programme Board and feedback 4 Programme Management collated Group, Workstream and Benefit Owner