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| **Purpose:** A Benefit Profile is required to be **completed for each approved and reportable benefit**. All benefits profiled must be included in the Benefits Register within UQ’s Project Portfolio Management System (ProTRAC). For more information, see Benefits Guideline on PGO website.  **Defintion:** Benefits are measureable enhancements or advantages to an organisation, given its vision, mission, values, objectives and strategies. Benefits generally result from the delivery of outputs, outcomes and consequential changes from the projects and programs. | | | | | | | | | | | | | | | | | |
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| **Benefit Details** | | | | | | | | | | | | | | | | | |
| **Project Name** |  | | | | | | | | | | | | | | | | |
| **Benefit Title** |  | | | | | | | **Benefit Type** | | | Choose an item. | | | | | | |
| **ProTRAC ID** | e.g. PROJ\_VRT\_00095 | | | | | | | **Primary Classification** | | | Choose an item. | | | | | | |
| **Date Prepared** | Choose an item. | | | | | | | **Date Profile Approved** (By Governing Body) | | | Choose an item. | | | | | | |
| **Profile Completed by**  (Position and Name) | [Position]  [Name] | | | | | | | **Benefit Priority**  (Prioritised by Governing Body) | | | Choose an item. | | | | | | |
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| **Person Responsible for Realising Benefit** | [Position] e.g. Project Manager  [Name] e.g. Bert Smith | | | | | | | | | | | | | | | | |
| **Person Accountable for Realising Benefit** | [Position] e.g. Jane Wirth  [Name] e.g. Division Director | | | | | | | | | | | | | | | | |
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| **Benefit Description –** Briefly describe the benefit. A Benefit should be Specific, Measurable, Attainable, Relevant, Time bound and Agreed | | | | | | | | | | | | | | | | | |
| **Describe the Benefit and the beneficiaries** | | | | | | | | | | | | | | | | | |
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| **Strategic Alignment**: Briefly describe how the benefit aligns with UQ’s strategic objectives and KPIs. | | | | | | | | | | | | | | | | | |
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| **Disbenefits** – List any disbenefits associated with the delivery of this benefit i.e. Decommision of existing service. | | | | | | | | | | | | | | | | | |
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| **Benefit Measuring and Tracking -** Describe how the benefit will be measured and tracked towards realisation. | | | | | | | | | | | | | | | | | |
| **How will the accrual be measured** | | **Baseline** | | | | **Target Value / Planned Improvement** | | | | **Due Date for Improvement** | | **Tracking** | | | | | |
| **Frequency** | | | | | **Responsibility** |
| e.g. % staff using new service or | | 15% staff currently using service | | | | 80% using by 2021 | | | | Jan 2021 | | Monthly | | | | | <person nameor position title> |
| e.g. % reduction in calls to service desk | | 70 calls per week to queue | | | | 30% reduction in calls to queue | | | | July 2021 | | Monthly | | | | | <person nameor position title> |
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| **Key Project deliverables required to realise Benefit** | | | | | | | | | | | | | | | | | |
| **Project deliverable** | | | | | **Due Date for Delivery** | | | | | | | | | | **Person Responsible for Delivery** | | |
| e.g. Online form deployed, tested and accessible | | | | | May 2021 | | | | | | | | | | Person name | | |
|  | | | | |  | | | | | | | | | |  | | |
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| **Change Management** | | | | | | | | | | | | | | | | | |
| **Description of change impact** | | | | | **Planned change management strategy** | | | | | | | | **Person responsible for change management** | | | | |
| e.g. Staff must access form in new way | | | | | Redirect on website, email notification, UQ update, included in change management plan | | | | | | | | Person name | | | | |
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| **Risks to realising this benefit** | | | | | | | | | | | | | | | | | |
| **Risk to realising benefit** | | | **Level of Risk (Extreme, High, Medium, Low)** | | | | **Controls to Manage the Risk** | | | | | | | **Person Responsible for Managing Risk** | | | |
|  | | | Choose an item. | | | |  | | | | | | |  | | | |
|  | | | Choose an item. | | | |  | | | | | | |  | | | |
|  | | | Choose an item. | | | |  | | | | | | |  | | | |

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| **Reviews and verification of Benefit realistion** | | |
| **The reporting body who wil verify the benefit realisation** | **How will the benefit be verified** | **Person responsible for review** |
| e.g. Steering Committee | e.g. access logs, CRM queue reports | Person name |

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| **Secondary Benefit Classification** | | | |
| **Secondary Benefit (multiple selections from 1 parent primary benefit permitted)** | | | |
| **Capabilities** | **Performance** | **Ranking** | **Reputation** |
| Assets  Resources  Capacity  Staff  Knowledge / IP  Processes  Systems  Governance  Controls  Risk management  Compliance  Decision support  Resilience | Research  Teaching  Learning  Student satisfaction  Asset  Financial  Market share  Service delivery  Staff  Culture  Compliance  Systems  Process  Relationships  Sustainability | Research  Impact  Citations  Teaching  Discipline-specific | …as a:  Trusted institution  Global university  Ethical and law abiding corporate citizen  Socially and environmentally responsible institution |