



Business Benefits Realisation Workshop Content - (2BBR_v1.0)

The Business Benefits Realisation workshop is a 2-day workshop that provides participants with theoretical knowledge and practical application in regards to identifying the benefits for a potential initiative that can be sold up to the executive decision makers. These benefits can then be mapped, measured and realised once the initiative has been completed.

The workshop covers the total benefits life cycle and the essential processes required to successfully manage the benefits from inception to harvesting. Included is a BBR template, case studies and interactive exercises to ensure that participants learn the practical application of the tools which are required to ensure the business benefits are measured.

The workshop will cover the following topics:

Benefits Life Cycle

Introducing the total life cycle of the benefits – The benefits have a distinct life cycle, from their inception prior to the business case to their harvesting, which takes place long after the post implementation review.

Deliverables versus Benefits

Stakeholder identification – Ensuring you have the correct audience and contributors to complete the plan.

Expected business outcomes – Identifying what the business expects to see as a result of the initiative.

Business requirements sources – Discuss the multiple sources of business requirements that need to be met.

Requirements elaboration – The process to extrapolate information from the stakeholders in order to expand on the requirements.

Extracting the benefits from the requirements – A forced approach to thinking about the potential benefits obtainable from each requirement.

Requirements traceability – A useful tool to link each potential benefit to a specific stakeholder via their expected requirement.

Ownership of the Proposed Benefits

Change owner – Identifying a single person who will be ultimately accountable for owning the benefits process and ensuring they are tracked and measured.

Benefit owners – Identifying a single person who will be responsible for identifying and measuring each of the benefits, as well as their proposed timeline.

Current Scenario

Identify and documenting the current business environment – Prior to enacting a change to the organisation, the existing business conditions must be analysed and documented.

Target Scenario

Identify, visualise and document the potential business environment – Prior to enacting a change to the organisation, the proposed business conditions must be analysed and documented.

Benefits Metrics

Applying metrics to the benefits – The benefit owners must allocate metrics and perceived success criteria in order to be able to track and measure the benefits.

Benefits Timeline

Estimated benefits schedule – The benefit owners are engaged to identify when they expect the proposed benefits to occur, thus allowing for the creation of a benefits schedule.

Benefits Value to the Business

Value gap analysis – By identifying the gap between the current scenario and the target scenario it is possible to calculate the total expected value to the organisation once the benefits have been realised.

Tangible benefits – The obvious tangible benefits must be allocated metrics and perceived success criteria in order to be able to track and measure them.

Intangible benefits – The intangible benefits must be put through a process to attempt to quantify them, thus allowing metrics to be placed against them.

Benefits Harvesting Plan

Develop a benefits harvesting project plan – This plan lays out the course to be followed for the life span of the benefits to ensure they are tracked, measured and assessed.

Benefits Harvesting Assurances

Benefits reporting – Providing a governance process to ensure the status of the benefits plan is reported on at a senior level.

Implementation KPIs – Ensure KPIs are set for the benefit owner to ensure the motivation is maintained to track and report the benefits harvesting plan.

Benefit implementation review – As with all initiatives, at the end of the benefits life cycle, a post benefits harvesting review must be conducted to ascertain the integrity of the original proposed benefits in the business case.

Learning Method

The workshop is instructor led with limited class size. A pragmatic and comprehensive template is used as the core focus during the delivery of this workshop. Delegates participate in numerous practical activities and exercises to ensure a sound understanding and application of the core concepts and terminologies. At the completion of this workshop, the delegates will have a completed BBR template to take away and use in their work environment.

The facilitator and the delegates take joint responsibility for learning.

Special Features

This workshop can be facilitated using your own potential business opportunity as a case study, therefore utilising best practice business case practices, tools and techniques to initiate your business venture.

An information gathering technique (Nominal Group Technique - NGT) is used at the conclusion of each days training to compile a prioritised list of the business case concepts, tools and techniques learned during the day. This list is identified by the delegates and represents their thoughts on what they can take back to the workplace and implement into their daily work practices. This has proven to be very useful input into organisations' business capability development programs.

In-House Training

This workshop is available for private corporate presentation, either on your own premises or "off-site". Please contact Workgroup Management for a quotation and to discuss your requirements.

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