

Creating and Maintaining Benefits



Strategy Manager



Strategy

Instructions: Use this lab work sheet to complete a set of short and meaningful tasks at your own time and pace to complement your formal learning of the platform in the classroom. While the examples used herein may be different from (or not available) in your organisation's platform instance, you can populate the system with your own data and follow the exercises. Ensure that you are already an enabled user in the platform.

Please note the Job Aid for **Creating and Maintaining Benefits** within the Learning section compliments the following lab sets, each of which contains two sets of data; Set A and Set B.

Lab Exercise 1. Create New BenefitError! Reference source not found.**Error! Reference source not found.**

1. Create New Benefit

Set A

Benefit

Name	Cost Reduction through increase of Productivity in IT
Department	Select from the list 🔍
Sponsor	Select your name or another user from the list 🔍
Start	Select March of the current year from the date picker 📅
Finish	Select March of the following year from the date picker 📅
Category	Internal
Timeline	Short Term
Type	Planned
Tangible	Yes

Objectives

Description	Identify what processes can be automated to reduce the overall administration by 10 Percent
Goal	Identify what processes can be automated to reduce the overall administration by 10 Percent
Dependencies	Cloud based Office 365 Services are available

Outputs

Name	Purchase of Subscription
Description	We require to purchase the subscriptions
Category	Capability
Due Date	Select March of the current year from the date picker 📅
Status	Active
Progress Update	We are negotiating the best subscription

Outcomes

Name	Reduction of Administration
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Description	Reduce the overall cost of Administration
Category	Capability
Due Date	Select March of the current year from the date picker 
Owner	Select your name or another user from the list 
Status	Active
Progress Update	This outcome has been achieved.
Associated Strategic Goal	Select from the list 

Benefit Tracking 1

Date	Select a date from the current year from the date picker 
Planned Value	\$250,000
Forecast Value	\$250,000
Actual Value	\$100,000
Status Comment	Realised less than planned

Benefit Tracking 2

Date	Select a date from the current year from the date picker 
Planned Value	\$250,000
Forecast Value	\$250,000
Actual Value	\$150,000
Status Comment	Realised less than planned

Benefit Tracking 3

Date	Select a date from the current year from the date picker 
Planned Value	\$250,000
Forecast Value	\$250,000
Actual Value	\$250,000
Status Comment	Realised planned value

Set B

Benefit

Name	New features and functionality
Department	Select from the list 🔍
Sponsor	Select your name or another user from the list 🔍
Start	Select any date of the current year from the date picker 📅
Finish	Select any date within the next 3 years from the date picker 📅
Category	Internal
Timeline	Long Term
Type	Planned
Tangible	Yes

Objectives

Description	Upgrading end of life applications will open new features and functionality that will help to streamline work cross-functionally.
Goal	To replace workarounds and workflows designed to address the shortcomings of the existing versions.
Dependencies	Successful upgrade or migration; detailed capture of business requirements

Output 1

Name	New Application Documentation
Description	The new version will have a new set of documentation and training manuals.
Category	Material
Due Date	Select any date of the current year from the date picker 📅
Status	Active
Progress Update	Some modification will need to be made to address our specific configurations. Pending final versions.

Output 2

Name	Business Requirements
Description	A document of all the requirements to be certain to have a plan to address must haves/nice to haves pre and post go-live.

Category Material

Due Date Select any date of the current year from the date picker 

Status Active

Progress Update In Progress

Outcomes

Name Streamlined upgrade

Description Clear list of prioritised requirements and updated documentation will lead to a timely deployment with a fully trained staff at launch time.

Category Capability

Due Date Select March of the current year from the date picker 

Owner Select your name or another user from the list 

Status Completed

Progress Update This outcome has been achieved.

Associated Strategic Goal Select from the list 

Benefit Tracking 1

Date Select a date from the current year from the date picker 

Planned Value \$110,000

Forecast Value \$110,000

Actual Value \$0

Status Comment No value realised

Benefit Tracking 2

Date Select a date from the current year from the date picker 

Planned Value \$90,000

Forecast Value \$90,000

Actual Value \$110,000

Status Comment Exceeded the planned value

Benefit Tracking 3

Date	Select a date from the current year from the date picker 
Planned Value	\$80,000
Forecast Value	\$80,000
Actual Value	\$80,000
Status Comment	Achieved the planned value