## Student Administration Advisory Group

## Report on Benefits Assessment/Realisation

The Student Administration Governance Board (SAGB) have tasked the Student Administration Advisory Group (SAAG) with ensuring that benefits realisation is standard practice throughout the business change lifecycle.

When defining a business change or business improvement project, expected *benefits* and *dis-benefits* are identified in the business case.

Following implementation of a new student administration product, the business is required to confirm if expected *benefits* and/or dis-benefits have been realised. This confirmation will help to identify if the change and investment have been worthwhile.

|  |  |  |
| --- | --- | --- |
| **System/software** |  |  |
| **Product** |  |  |
| **Date of implementation** |  | |

|  |
| --- |
| **Mandate** |
|  |
| **Background/context of benefits realisation report** |
|  |

|  |  |
| --- | --- |
| **Expected benefits from business case** |  |
| **Expected dis-benefits** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Product owner** |  | **SAAG submission date** |  |
| **Consultation details** |  | | |

Against each *benefit* or *dis-benefit*, please provide feedback, where relevant, for each of the following five headings:

🞄 Compliance 🞄 Quality 🞄 Simplification 🞄 Sustainability 🞄 Transparency

|  |  |
| --- | --- |
| **Benefit 1** | |
| NNN |  |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
| NNN |  |

|  |  |
| --- | --- |
| **Benefit 2** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
| NNN |  |

|  |  |
| --- | --- |
| **Benefit 3** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
|  |  |

|  |  |
| --- | --- |
| **Benefit 4** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
|  |  |

|  |  |
| --- | --- |
| **Benefit 5** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
|  |  |

|  |  |
| --- | --- |
| **Benefit 6** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
|  |  |

|  |  |
| --- | --- |
| **Benefit 7** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
| NNN |  |

|  |  |
| --- | --- |
| **Benefit 8** | |
| NNN | |
| On a scale of 0-5 with 0 being “not met” and 5 being “fully realised”, how would you rate the realisation of this benefit? |  |
| NNN |  |

### Quantifiable measures based on elimination of waste

Where possible, please provide facts and figures for each of the two quantifiable measures.

.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product/strand** | **Time savings** | **Reduction in material costs** | |
| **Paper** | **Printing** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Other comments *(including further enhancement ideas)*** |
|  |

|  |
| --- |
| **Other comments *(non-functional eg performance)*** |
|  |

### Version History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version no** | **Drafted by** | **Date** | **Audience** | **Approval**  **date** | **Reason** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |