**Benefits Profile Exercise**

**Financial Benefit example – Printing Costs**

Technical Services has a contract with Office Printers PLC to provide an onsite printer service which costs £50,000pa overhead service charge. Currently they provide 50 printers and the project estimates that this could be reduced to 10 printers. The service contract for the printers has a minimum term where Office Printers PLC are guaranteed an initial 2-year contract (from now), with a £100,000 penalty if the break clause is invoked.

In addition, each printer costs £250pm to rent. Printing costs (including paper and ink) equates to 10p per page for colour and 2p per page for black and white.

Currently there are 350 reports produced per month with an average page length of 10 pages. Once printed, the reports are stapled. Each report is sent to an average number of 10 recipients each month.

The project team estimate that it will take 12 months to deliver the project, and they have been challenged to eliminate 50% of the current reports.

***Exercise*** *– create the Benefit Profile on the template for the financial benefit and disbenefit based on the information above.*

**Non-financial Benefit example – Increased Confidence in Reporting**

The drivers of this project are:

* There is a perception that the number of reports being produced is “growing like fungus”, an over-reliance on template-based approaches to reporting, with minimal tailoring to audience needs.
* There is duplication of effort, issues with report quality, consistency and currency.
* Discrepancies between different reports or across different periods, creating confusion for stakeholders.
* There are accessibility issues where not all viewers can access reports due to poorly designed User access permissions.
* Decision makers have claimed that reports are not meeting their needs, that they have to seek additional assurance on the information prior to making decisions, which is creating additional work and creating bottlenecks.

***Exercise*** *– discuss how you could measure the benefit ‘Increased confidence in reporting’ – what techniques could you use and how frequently would you suggest taking the measurement? Create the Benefit profile on the template for this non-financial benefit.*