

Project Management Toolkit — ‘Benefits Realized?’ Checklist

Project:	Project Manager:
Date:	Page: 1 of 1

Stage Three check

Have there been any changes since Stage Three completion? (Note only the changes since the final Stage Three ‘health check’)

Business benefits

Has the business case changed since Stage One? (For example during planning and delivery, pre- or post-project approval)

Have all benefits been defined in terms of trackable metrics? (Why is the project being done?)

What is the customer feedback? (Feedback from all stakeholders in the business including the customer)

Are the benefits being tracked?

Business change

Is the business ready for the project? (If the project can only enable benefits delivery by changing the way people work — has this been delivered, for example training?)

Scope definition

Has the scope been delivered?

Have the benefit enablers been delivered? (Are you sure that the project will enable the benefits to be delivered now the project is complete?)

Stage Four decision

Has the project been delivered? (Delivery of project critical success criteria)

Have the business benefits been delivered? (Why was the project done in the first place?)