

Benefits Realisation and Evaluation Plan

Please refer to the Benefits Realisation and Evaluation Plan Supplementary Guidance before developing the BREP.

The Benefits Realisation and Evaluation Plan should be developed once the project has clearly defined benefits profiles which have been assessed through the appraisal process. It will draw on inputs from the appraisal forecasts, modelling assumptions, benefits map and profiles.

The development of the BREP is the responsibility of the project manager (working with the relevant Benefits Lead) and it is designed to be produced in conjunction with the monitoring and benefits realisation sections within the Benefits Register.

The monitoring and evaluation design will be undertaken with support from members of Highways England Evaluation Group who support the delivery of Post Opening Project Evaluation. Following on from this engagement, the agreed approach to monitoring and evaluating the realisation of benefits will be captured in this document (section 7 Benefits Measurement)

Project / Programme Name: [Click here to enter text.](#)

Benefits Register ID: [Click here to enter text.](#)

Link to Benefits Register: [please insert link here](#)

To be completed prior to the Evaluation Team BREP Meeting

1. Version Control

Date	Click here to enter a date.
Version Log	
Status	
Product Owner	
HE Project Manager Name: Contact Number:	
HE Project Sponsor	
HE Benefits Lead	
HE Evaluation Lead	

2. Project Overview

Type of Project	
Programme Name	
Short Project Description	
Add Link to Business Case	
Add Link to Client Scheme Requirements	
Local Authority Area	
County	
Length of Project (km)	

3. Key Dates

Start of Works date	
Date for traffic management prior to start of works	
Open for traffic date	

4. Project Benefits

4.1 Summarise the main benefits and dis-benefits to be monitored (the full details should be set out in the Benefits Register)

4.2 For projects, please explain how the benefits contribute to programme objectives

5. Project Benefits Map

Insert link and screen shot of Project Benefits Map

6. Benefits Realisation Management

Drawing on a range of products from the investment Business Case, Benefits Map and Benefits Register this is where programme and projects should provide a clear narrative on how the realisation of the expected benefits will be achieved, when, and what enabling actions will need to be undertaken to achieve these.

6.1 Set out the key timeframes, activities and critical paths for benefits to be realised and dis-benefits to be mitigated - include details of action owners – this may include external organisations. Commitments are to be tracked and updated as the programme / project matures.

6.2 Define the governance structure for Benefits Management and reporting arrangements for your programme / project and attach the RACI for your programme or project (see Section 5 of the Benefits Management Manual).

Specific Project roles and responsibilities can be found here:

Project Sponsor	
Project Benefit Specialist	
Project Manager	
S&P Subject Matters Advisors	
Benefit Owners (during delivery)	
Benefit Owners (after hander to BAU)	

To be finalised in discussion with the Evaluation Team at BREP Meeting

7. Benefits Measurement

Benefits will be achieved at different stages of the lifecycle and it is important that approaches to monitoring and tracking benefits are defined before a project moves into its implementation and delivery phases, in order to ensure a baseline from which change as a result of the scheme can be targeted and tracked. A monitoring and evaluation approach is to be set out for each material benefit in the AST within the Benefits Register.

7.1 In discussion with the Evaluation Group, summarise the agreed approach to monitoring and evaluation, which measures will be used and when (noting any interdependencies which will impact the delivery of the evaluation) and how success will be tracked and evaluated throughout project delivery and benefit realisation.

7.2 Key dates for evaluation and monitoring

Before start of works data collection (baseline)	Click here to enter a date.
Construction start date (to be used for safety impact analysis)	Click here to enter a date.
One year after evaluation start	Click here to enter a date.
Survey Requirements (stakeholder, traffic)	
Five year after evaluation start	

7.3 Clearly define the agreed baseline data collection requirements and dates, this will be largely based on what has been forecast	
Traffic Counts on SRN	
Traffic Counts on Local Network	
Local Authority Area and a LA Contact Name	
NMU Surveys	
7.4 Please provide links to any pre scheme data collection	
Details of data available	
Please provide share link(s) to data	
7.5 Please provide links to GIS shape files for	
Traffic Model Area (to enable comparative traffic evaluation)	
Cobalt Model Area (to enable comparative safety evaluation)	
7.6 Clearly define the agreed baseline data collection requirements and timeframes	

8. Appraisal Documentation

Appraisal Documentation is required in order to undertake a full evaluation of the schemes' impacts compared to those predicted.

8.1 Please confirm the following documents are up to date, saved on SHARE and made available to the Evaluation Group via hyperlinks below prior to the Evaluation inception meeting.

Where products are not yet available please comment below with reasons and date document will be available.

Please update the BREP once they become available

Theme	Ref	Products	Links
Scheme Overview	1	Full Business case	
	2	Benefits Register	
Safety	3	Road Safety Audit	
	4	Health and Safety Files (Environment sections to include all as built reports)	
Traffic & Economics	5	Traffic Data Collection Report	
	6	Traffic Forecasting Report	
	7	Local Model Validation Report	
	8	Economic Assessment Report (EAR)	
	9	COBA input and output files (matching the final results within the Benefits Register)	
	10	TUBA input and output files (matching the final results within the Benefits Register)	
	11	INCA/MyRIAD Model	
	12	Forecast Scheme Cost: Final Estimate (P50)	
	13	Traffic Management Plan	
	14	Economic Impact Assessment Report	
	15	Contractual Works Information – Environment Section	
	16	Plan for Monitoring Operations	

Theme	Ref	Products	Links
Environment	17	Environmental Statement (ES) or Environmental Assessment Report (EAR) with all appendices	
	18	Equality Impact Assessment	
	19	Register of Environmental Actions and Commitments (REAC) part of EMP	
	20	Construction Environmental Management Plan (CEMP)	
	21	Handover Environmental Management Plan (HEMP)	
	22	Water Quality Report/ Flood Risk Assessment/ Drainage Design Report	
	23	Landscape and Ecology Aftercare Plan (LEAP) and/or Landscape Management plan (LMP)	
	24	Information relating to AQ and noise designated areas appropriate to the scheme	
	25	Non-Motorised User Context Report	
	26	Pre-Scheme Non-Motorised User Audit or Vulnerable User Survey	
	27	Post-Scheme Non-Motorised User Audit or Vulnerable User Survey	
	28	List of properties eligible for noise insulation	
	29	Project Design Report	
	30	Regeneration Report	
	31	Archaeological Reports – Popular and Academic	
	32	Animal mortality data (pre and post opening) provided by MAC/ASC etc.)	
	33	Road Surface Influence (RSI) value of any low noise surface installed (from contractor)	
	34	Any information relating to Local Authority environmental enhancements to streetscape/townscape for bypassed settlements	
	35	Post opening survey and monitoring information for landscape, biodiversity, water, noise, air quality.	
	36	As built drawings (landscape, townscape, biodiversity, environmental mitigation, drainage, lighting and signs, fencing (including noise barrier locations), earthworks, NMU routes (including diversions), environmental management plans.	

To be completed in preparation for transition of the project to BAU

9. Benefits Optimisation

Benefits management needs to be sustained beyond the project delivery timeframe, to review whether a project is on track to realise its benefits. To support this, the BREP sets out plans for handover of benefits and sustained benefits management as part of the transition of the project into BAU.

8.1 Provide a link to the Project Risk Register and highlight plans for mitigating significant risks to benefits realisation

8.2 Set out the approach to maximising opportunities for enhancing benefits / reducing dis-benefits and managing interdependencies which will have an impact on the realisation of benefits

8.3 Summarise the evidence of benefits realised (and dis-benefits mitigated) to date and link to evidence base. Depending on the nature of the benefit realisation this can happen both during and after construction.

8.4 Describe the handover plan and timescale for benefits realisation as a project moves into business as usual. Provide details of the agreed approach to transferring benefits ownership and sponsorship.

Operations Contact Person responsibility for delivering benefits	
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Sponsorship Contact Person accountable for benefits being delivered are in line with expected benefits	
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To be completed Post Project Delivery

10. Post Project Delivery

9.1 Post project delivery – provide a link to final programme / project costs and explain reasons behind any variance with projected costs

9.2 Post project delivery – Provide evidence that the project / programme benefits have been delivered as anticipated (to time, quality and cost), summarising the reasons for any variances

11. Lessons Learnt

10.1 Provide links to project / programme review and assurance documents and summarise lessons learnt in relation to the realisation of benefits

10.2 Post Opening Project Evaluation (POPE) Findings – Link to evaluation outputs and summarise key messages for project and programme benefits

11.3 Detail the actions to be taken following POPE findings with action owners