

Heading	Description
<b>Benefit / Dis-benefit Description</b>	A detailed description of the benefit. Clearly mention what the benefit is about. It is important to ensure that the description is unambiguous and easily understandable, especially if its a unquantifiable benefit. Tangible benefits can be easily quantified. Dis-benefits are the outcomes of business change that are unwanted or consequences or which have a negative impact on stakeholders or areas of the business.
<b>ID</b>	Unique ID in this register.
<b>Benefit Owner</b>	The beneficial owner is responsible for ensuring the portfolio / programme / project ( <i>delete as appropriate</i> ) gets support, and all the steps are taken to make sure the benefit remains on track. The owner should also be accountable for putting all the measures after the realisation of the benefit. Benefits Owners are identified and agreed by the SRO and Programme / Project Board.
<b>Measurement</b>	The unit of measure, e.g. FTEs, % reduction, number of applications. A description of how measurement will be undertaken, including the source of information (e.g. management information system, survey, sampling) and the frequency of measurement. This should be linked with the Benefits Realisation Targets/Timeline.
<b>Target Date</b>	This is the date or time by which it is expected that the benefit will be realised and provide value to the business. The date must be picked after careful thought as once the date is published, all the stakeholders will expect that the dates be met.
<b>Benefit Type</b>	This field indicates if the type of benefit is tangible or intangible. Typically programmes / projects have both kinds of benefits, and it is important to differentiate so the tangible can be quantified.
<b>Realisation Phase</b>	The phase of the programme / project during which the benefits are planned to be realised
<b>Status</b>	Indicates if the benefit is on track to be achieved.
<b>Planned and Actual Benefit</b>	Benefits values that were planned and were actually achieved.
<b>Year Time Value</b>	(what benefits will be delivered (over the 1-15 yr period).
<b>Evidence of Benefit</b>	What evidence is available to show how the benefit will be / has been achieved.
<b>Benefit Review (Reporting of Benefit)</b>	Use this section to provide details on how you intend to review your benefits as the programme/project progresses. This should include the regularity of review, e.g. every 6 months/at every stage boundary, etc, as well as plans for close and review of the programme/project and hand over to BAU



# Swansea Bay City Deal Benefits Recording Register v0.2

ID	Benefit / Dis-benefit Description	Quantifiable	Benefit Owner	Measurement	Benefit Type	Status	Realisation Phase	Realisation Date	Benefit Target	Actual Benefit	Year Time Value (2017 baseline)					Evidence of Benefit		
											2017 - 2019 (Years 1-3)	2020 -2022 (Years 4-6)			2023 - 2025 (Years 7-9)		2026 -2028 (Year 10)	2029 - 2031 (Year 13)
												Yr 4	Yr 5	Yr6				

B001  
B002