1. Reconcile Business Case Benefits
   - Participate in business case benefits development
   - Confirm economic appraisal calculations
   - Update business case benefits based on current project scope/direction
   - Clarify and prioritise opportunities

2. Secure Benefit ownership
   - Determine appropriate benefits owners
   - Engage benefits owners and define roles and benefit accountabilities
   - Confirm business problems to be resolved
   - Identify operational obstacles and risks
   - Define and agree realisation measures and targets in the Benefits Risk Register

3. Develop Benefits activity plan
   - Develop Benefits Realisation pathway map.
   - Create Benefits Results Chain
   - Review project plan for benefit and change management tasks
   - Develop the Benefit Realisation activity plan

4. Conduct Baseline Measures
   - Develop and try measurement tools.
   - Conduct baseline measurements and collect evidence
   - Develop reporting dashboards
   - Communicate results to owners and get endorsement
   - Update Benefits Realisation Register

5. Implement change initiatives
   - Review organisational change management activities in project plan for completeness
   - Review stop, start and continue work practices
   - Update Benefit Realisation Register with new or retired benefits
   - Update Benefits Risk assessment

6. Go Live activities
   - At Go Live or Implementation, monitor adoption of new practices
   - Communicate early benefits
   - Review stopped practices

7. Post go live benefits tracking
   - Conduct post implementation measurements and update Benefits Realisation Register
   - Analyse variances and recommend corrective actions
   - Communicate/celebrate progress
   - Establish on-going reporting - 6 months, 9 months 1 Year and 2 Years