

Team & Benefits

Project Name:

Process Area:

Assemble the Team

Identify key roles and team members responsible for delivering the project.

Role	Name	Contact / Notes
Sponsor		
Process Owner		
Project Lead (You)		
Team Member 1		
Team Member 2		
Team Member 3		
Team Member 4		
Team Member 5		
Team Member 6		

Team Responsibilities:

- Sponsor: removes blockers, ensures priority, releases team time
- Process Owner: provides operational context, validates changes
- Project Lead: coordinates team, tracks progress, manages deliverables
- Team Members: contribute expertise, analyse data, design solutions

Estimate Benefits

Define both hard (financial) and soft (operational/strategic) benefits the project will deliver.

Hard Benefits (Financial)

Benefit Type	Annual Impact	Notes
Cost Reduction	£	
Revenue / Throughput	£	
Waste Reduction	£	
Other (specify)	£	
TOTAL ANNUAL BENEFIT	£	

Soft Benefits (Operational & Strategic)

Benefit	Measure / Impact
Improved Quality	
Faster Turnaround	
Better Customer Satisfaction	
Reduced Rework / Errors	
Staff Morale / Retention	
Reduced Variability	
Other (specify)	

Notes on Assumptions & Realism: