

Overview

This Job Aid defines the steps to follow for creating a creating and maintaining benefits in Sensei IQ.

There are five (5) core actions required for creating and maintaining benefits. Only the first step, identifying the benefits is mandatory, and even then, is only mandatory if your organization wishes to manage benefits.

1. Identifying and updating benefits
2. Associating benefits with goals and portfolios, programs, or projects
3. Capturing benefit outputs and outcomes
4. Defining and updating benefits metrics
5. Tracking benefits.

Benefit management, while only available to Strategy IQ customers, covers all three levels of Sensei IQ; Strategy IQ where the benefits are defined and managed and Portfolio and Project IQ where the benefits are delivered or realized. We will be covering all components of Benefit Management in this Job Aid.

Therefore, benefits can be defined and updated across all three levels on Sensei IQ. For simplicity, we will create and maintain benefits directly in Strategy IQ to simplify the navigation to select and open benefits, but you can perform the identical actions in Portfolio and Project IQ after selecting the appropriate portfolio, program, or project and selecting the Benefits tab.

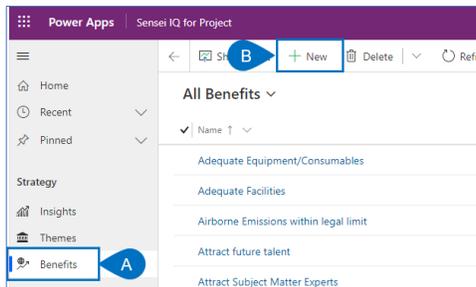
# Identifying and updating benefits

 **Strategy Manager**

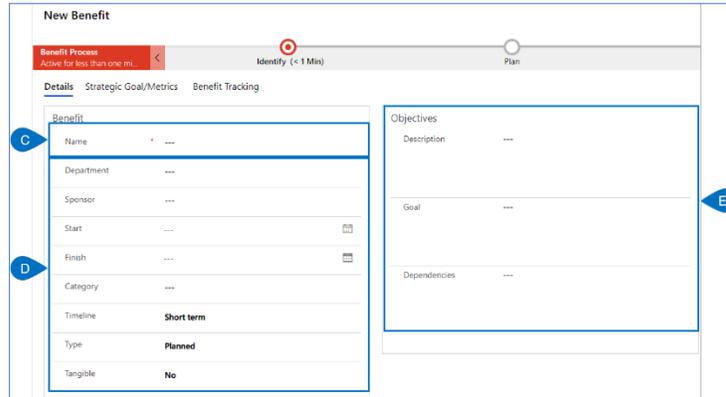
 **Strategy IQ – New Benefit**

## 1. DEFINE A BENEFIT

- a. Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section.
- b. Click **+ New** from the command bar.



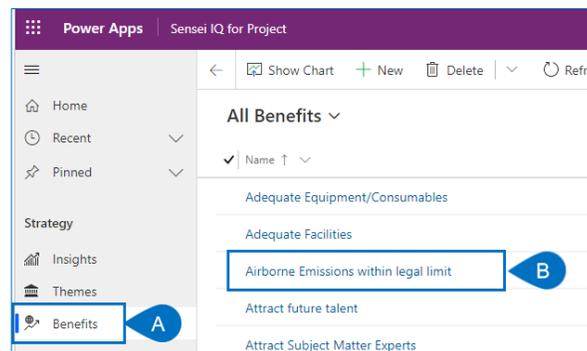
- c. Fill in the **Name** field. It is mandatory and it should be clear and concise to help users identify the benefit in screens, reports, and dashboards
- d. Complete the remaining fields in the **Benefit pane**.
- e. Provide narratives to define the benefit's **description, goal and dependencies** in the **Objectives pane**.



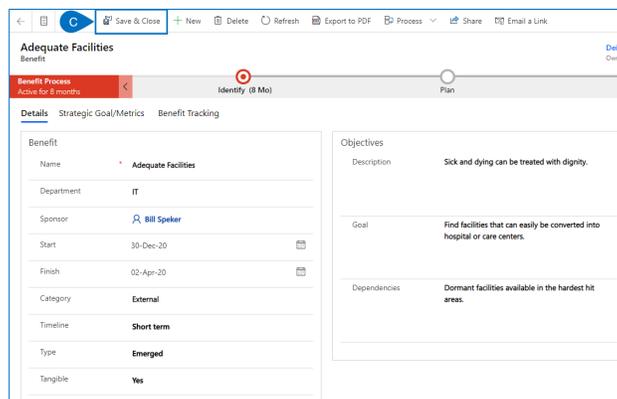
f. Click **Save & Close** to save the new benefit.

## 2. UPDATING A BENEFIT

- Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish to update in the list.
- Click on the appropriate benefit from the list.

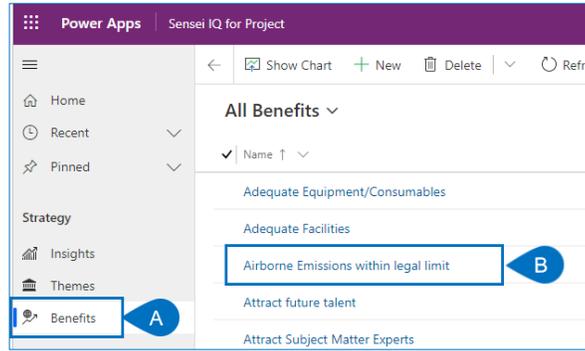


c. **Update appropriate fields** and select **Save & Close**.

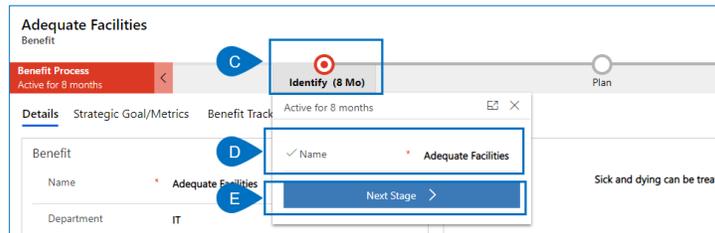


## 3. SETTING THE BENEFIT STAGE

- Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish set or update the stage.
- Click on the **appropriate benefit** from the list.



- c. Select the **current stage**, identifiable by the **double red circle**.
- d. Confirm the **checkbox items** have been completed.
- e. Click **Next Stage** to move the benefit to the next stage.



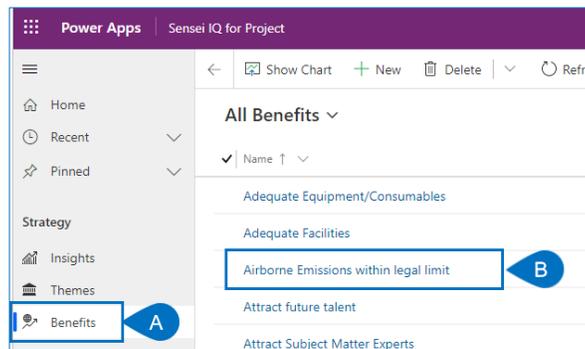
## Associating benefits with goals and portfolios, programs, or projects

 **Strategy Manager**

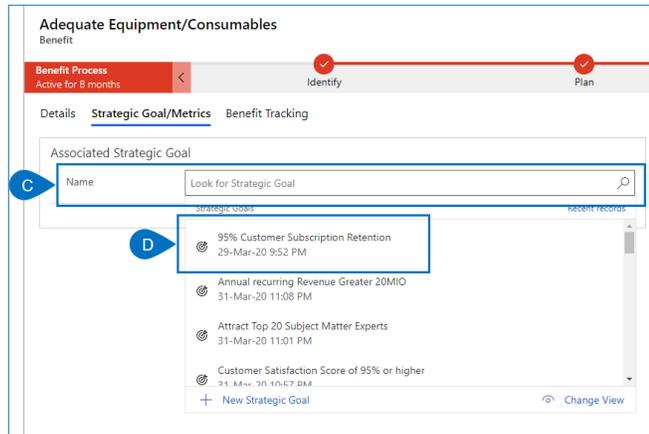
 **Strategy IQ – Current Benefit – Strategic Goal**

### 1. ASSOCIATE BENEFIT WITH A GOAL

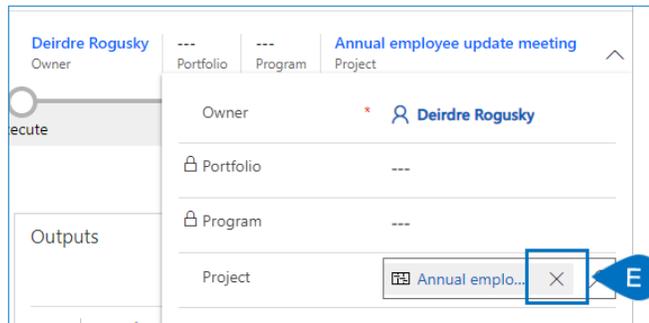
- a. Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish associate with a goal.
- b. Click on the **appropriate benefit** from the list.



- c. Click in the **name field** for the Associated Strategic Goal
- d. Search for and **select the appropriate Goal**.

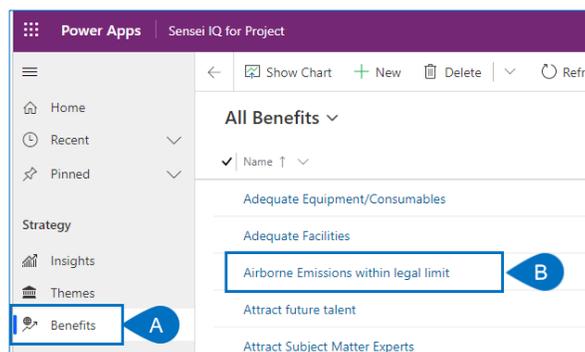


- e. If an association already exists and you want to change it, select **the X to delete** and repeat steps C and D above to select a new initiative.

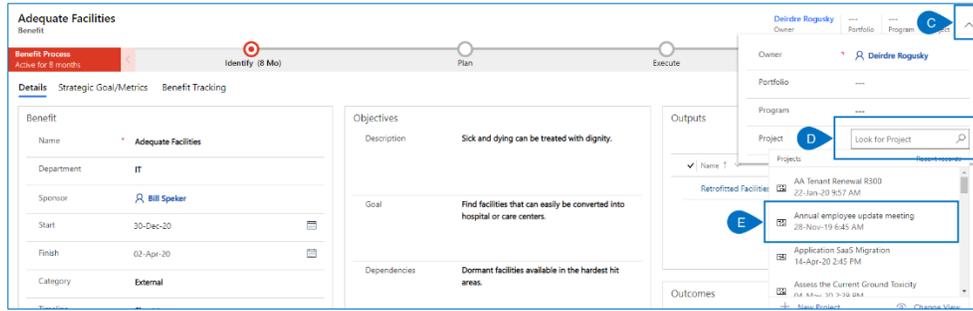


## 2. ASSOCIATE BENEFIT WITH A PORTFOLIO, PROGRAM OR PROJECT

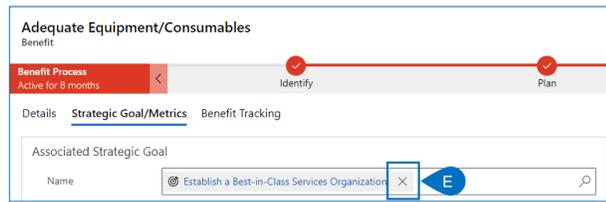
- a. Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish associate with an initiative, i.e. a portfolio, program or project.
- b. Click on the **appropriate benefit** from the list.



- c. Click the **down arrow** in the header.
- d. Click in the **appropriate box for Portfolio, Program or Project** to activate the search.
- e. Search for and **select the appropriate item** from the list.



- f. If an initiative already exists and you want to change it, select **the X to delete** and repeat steps C thru E above to select a new initiative.



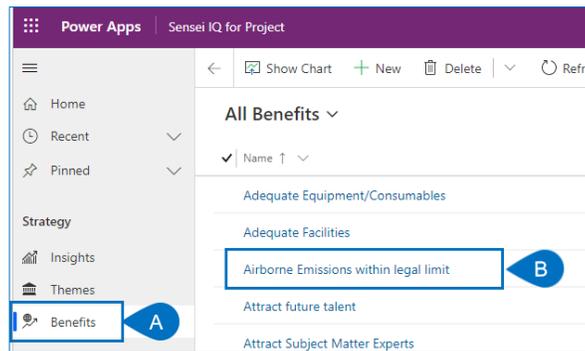
## Capturing benefit outputs and outcomes

Strategy Manager

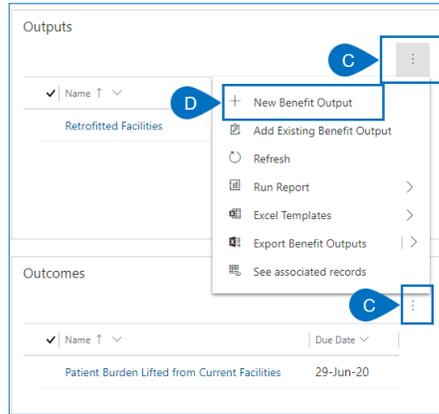
Strategy IQ – Current Benefit

### 1. CAPTURE BENEFIT OUTPUTS AND OUTCOMES

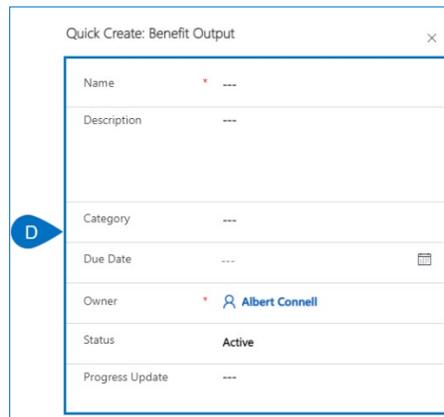
- a. Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish to define an Output or Outcome for.
- b. Click on the **appropriate benefit** from the list.



- c. Click the **ellipses** for the appropriate area – **Benefit Output or Benefit Outcome**.



d. Create the **Benefit Output or Outcome**.



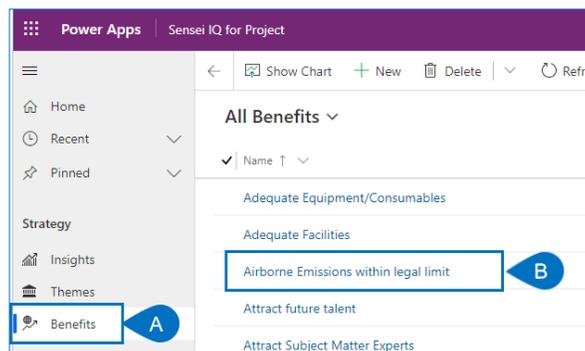
a. Click **Save & Close** to save the new output or outcome.

## Defining and updating benefits metrics



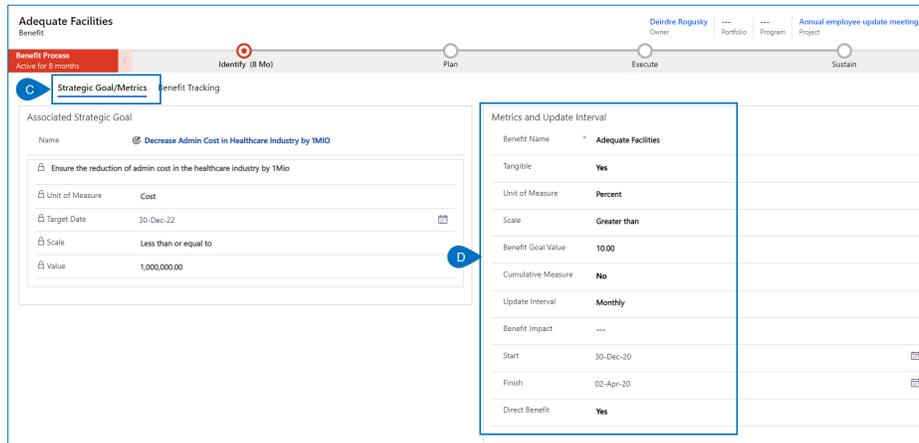
### 1. DEFINE BENEFIT METRICS

- Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish to define a metric for.
- Click on the **appropriate benefit** from the list.



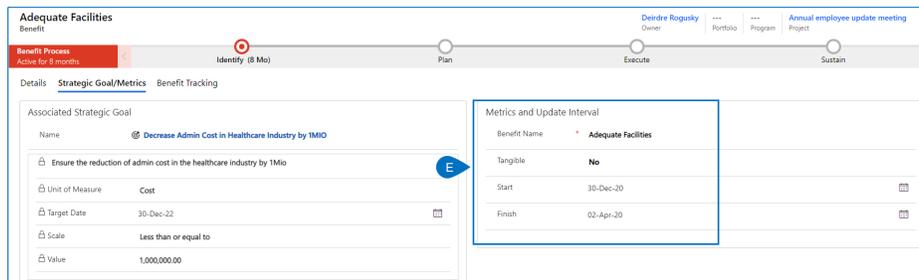
c. Select the **Strategic Goal/Metrics** tab

d. Define the **Tangible Benefits** metrics in the right pane.



OR

e. Define the **Intangible Benefits** in the right pane.



## Tracking benefits

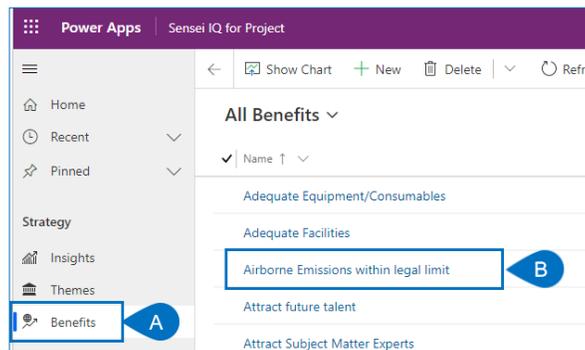
Project Manager



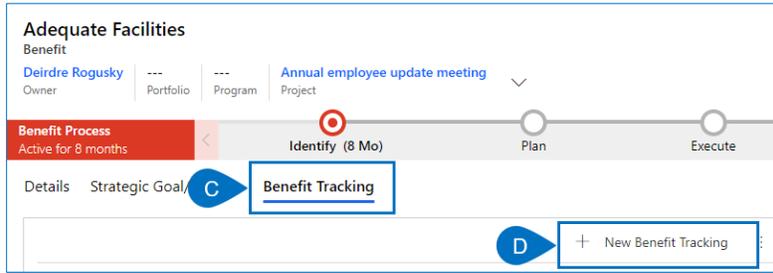
Strategy IQ – Current Benefit – Benefit Tracking

### 1. CREATE BENEFITS TRACKING RECORD

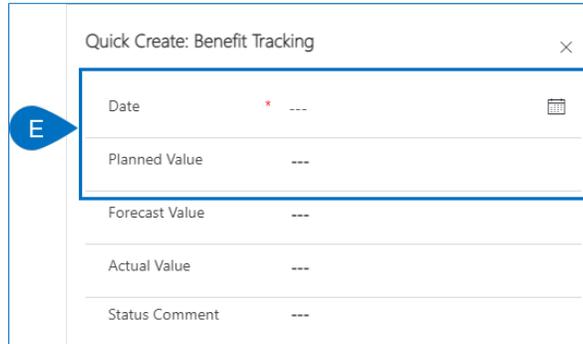
- Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish to track benefits for.
- Click on the **appropriate benefit** from the list.



- Select the **Benefits Tracking** tab
- Click **+ New Benefits Tracking** to create a new Benefits tracking record

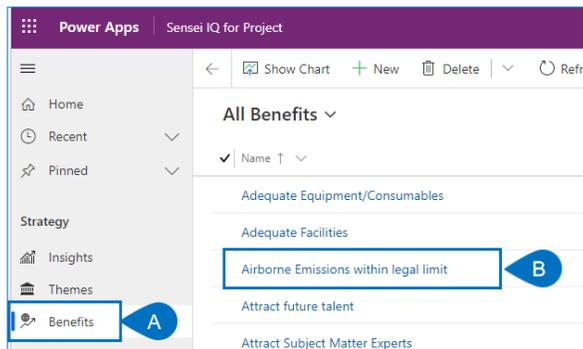


- e. Create **Benefits Tracking records** based on how each benefit has been defined, i.e. unit of measure, update interval and start/finish dates.



## 2. UPDATE BENEFITS TRACKING RECORD

- a. Based on **the update frequency defined by the Update Interval**, the Benefits Tracking records should be updated to reflect **Actuals benefits realized** and to update any **remaining forecasts** as required. Ensure you are in **Strategy IQ**, click **Benefits** in the **Strategy** section. Select and find the benefit you wish update benefits tracking.
- b. Click on the **appropriate benefit** from the list.



- c. Select the **Benefits Tracking** tab
- d. Click the appropriate Benefits Tracking record.

Details	Strategic Goal/Metrics	<u>Benefit Tracking</u>
<div style="text-align: right;"> <span>✓</span> Date ↑ ↓                 </div>		
28-May-20		
29-Jun-20		
30-Jul-20		

- e. Update the **Benefits Tracking records** based **Actuals realized** or **updated forecasts**.
- f. Provide **comments** as required to define values entered.

<b>BTE-1069</b>	
Benefit Tracking	
<u>Details</u>	
Date	* 28-May-20
Planned Value	5,000.00
Forecast Value	6,000.00
Actual Value	5,750.00
Status Comment	We have hired our May SME.