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**Benefits Validation**  
*<Insert Benefit Title and Number >*

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*Version 1.0*

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# 1 Introduction

- ⦿ Complete one document per benefit.
- ⦿ Keep the sections as brief as possible.

## 1.1 Benefit Description

Please indicate the appropriate areas that will benefit from the implementation of this benefit:

Potential Benefits	Tangible	Intangible	Indirect
Staff savings			
Possibility of reduced work hours			
Travelling time and cost reduction			
Cost of paper-based storage reduced			
Less accommodation required			
Greater accuracy			
Tasks eliminated			
New/more tasks/services taken on			
Better forecasting			
Better image			
More reliable information			
More creative thinking/decision making time			
Improved turnaround time			
Better quality output			
Improved presentation			
Lower staff turnover			
Improved job satisfaction			
More flexible working			
Better tools/facilities/services			
Smoother peaks and troughs			
Better management control			
Wider span of control			
Easier communication			
Greater organisational flexibility			
Lesson learning improved			
Business change better facilitated			

If applicable, please provide a summary explanation of each benefit identified:

Potential Benefit	Summary Description

## 1.2 Implementation Approach

Please provide a summary step-by-step approach to implementing this benefit including any resource requirements.

Step	Description	Resource Requirements
1.		
2.		

## 1.3 Business Impact

Please describe the identified business impacts along with an evaluation of the severity and number of employees affected.

Impact Description	Approx. Number affected

## 1.4 Training Requirements

Please give a brief description of the type of training required and an estimate of the time to train one person.

No.	Training Requirement	Approx. Time Required
HRTRA01		

## 2 Detailed Design

### 2.1 Functional & Technical Specification

This section is to be completed by the appropriate members of the IT Team with input from Business Team Members.

The specifications should cover new configuration, reports, interfaces and modifications and should be in enough detail to build a working prototype.

SAP Module	Development Title	Specification	Approx. Time Required (Days)
		<i>Functional Specification:</i>  <i>Technical Specification:</i>	

## 2.2 Authorisations

Please document where it is believed that current authorisation profiles will be impacted.

No.	Description of change
HRAUT01	

## 2.3 Test Scripts

Please ensure that the development is included within a Work Instruction or complete one from scratch if necessary.

Work Instructions are stored in the following directory: H:\Procedures\SAP Upgrade Documentation\