# Document Information

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| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Approver:** | Normally, the Project Board and the CPC |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or an executive summary can go here. Leave empty if not needed.

# Benefits

|  |  |
| --- | --- |
| **ID:** | 1 |
| **Benefit:** | A short description of the expected benefit |
| **Accountable:** | The person accountable for this benefit |
| **Actions:** | Actions that may be required to ensure that this benefit will be realized |
| **Measurements:** | How and when to measure the benefit |
| **Targets:** | The target values for the measurements |
| **Reviews:** | How and by who the results of the measurement will be reviewed |

*repeat the above table for each of the benefits*

**- - - - PRINCE2® Templates - - - -**

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Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

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