



APM Benefits Management Specific Interest Group

Annual General Meeting

22 June 2017

Meeting Agenda

- Outline of AGM Process
- Committee Nominations for 2017/18
- Chair's Report
- K-Hub
- Bite size guides
- Drinks Reception

Outline of AGM Process



- SIG AGMs must be held in Q.1
- > 21 clear days notice
- All members of SIG invited to apply
- Nominations received by APM HQ [7+ days before AGM]
- Chair & Secretary elected at first committee meeting
- Additional members may be co-opted
- Online version where no suitable physical event is held

Committee Nominations 2017-18

Neil White

Merv Wyeth

Rebecca Casey

Sarah Harries

Alexis Blades

Alex Milijkovic

Richard Breese

Tanya Durlen

Ned Newton

David Liversidge

Steve Parker

Anna Maria Gray

Ravi Joshi

Sarah-Louise Earl

Bruce Philips

Hugo Minney

Chair's Report

- Benefits Summit
- Looking back: value-add activities
- Looking forward: project dossier

APM Benefits Summit



Community blogs

- [The cake theory of benefits realisation](#)
- [Lies, damned lies and business cases](#)
- [Look after the capabilities, and the benefits will look after themselves](#)
- [Thinking systematically about benefits](#)
- [The three wise men](#)



Project Dossier: Looking forward

- BM summit 2017
- BM guide to agile projects
- Review BM competence
- Portfolio & benefits framework guide
- Communications plan / K-Hub
- Bite-size guides

Project Active (6) 1.5

Op10: Communications Plan [Supported by: Bruce, Matt, Ravi] ID 341
0.5 1 3 23 Jun 0/4

Op3: BM guide for Agile Projects [Neil, Ravi, Nick, Bruce] ID 348
6 2 23 Jun

Op4: Review BM Competence [Supported by Neil, Bruce, Laura] ID 347
0.5 3 1 23 Jun

Op11: BM Summit 2017 Supported by Bruce] ID 340
2 1 23 Jun

Op8: Bite Sized Guides [Supported by Neil] ID 343
8 2 23 Jun

Op1: Framework Guide [Supported by: Bruce, Laura, Steve] ID 350
0.5 1

**Invitation to join the
Benefits Management Specialist Interest Group
on
Knowledgehub**

**Victoria Thompson, BEIS
Hannah Bullingham, DfT**



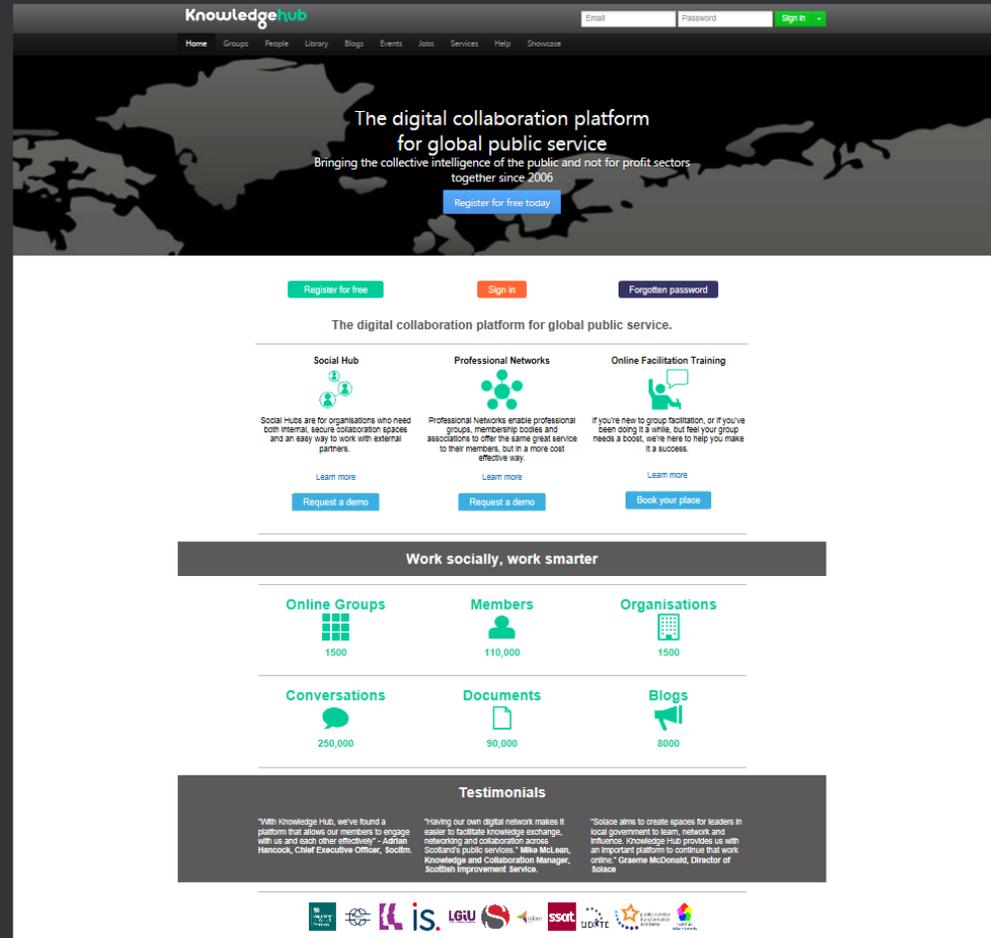
Knowledgehub – the online collaboration tool

Knowledge Hub (KHub) is a digital global platform for global public service.

KHub hosts:

- Social Hubs
- Professional Networks
- Online facilitation training

KHub has over 10,000 members from 1,500 organisations and over 1,500 groups.



KHub offers you a secure online space where you can:

- Build relationships that transcend organisation boundaries
- Collaborate with others to share ideas and solve problems
- Find people who know the answers to your questions
- Share your experiences for others to learn from

Knowledgehub – the Benefits Management Specialists Group

- Set up by Laura Brock – Benefits Management Lead at the IPA
- Facilitated by volunteers from DfT and BEIS
- Aimed at Project Delivery Professionals actively involved or interested in benefits management as part of their day to day role.
- Initially set up for Government Project Delivery professionals, but now open to all

The screenshot shows the Knowledgehub interface for the 'Benefits Management Specialists' group. At the top, there are navigation links for Home, Groups, People, Library, Blogs, Events, Jobs, Services, Help, and Showcase. A search bar is located in the top right corner. The group page header includes the group name 'Benefits Management Specialists' with 82 members, a 'Leave the group' button, and a 'Leave the group' button. Below this, there is a circular word cloud graphic and a description of the group: 'For those who are part of the project delivery profession and actively involved in benefits management as part of their day to day role. Part of the Government Project Delivery Community Network.' There are also links for 'Visit the GovPDC Network home page' and 'Add to favourites'. The main content area is divided into sections: 'Activity' (Forum, Library, Blogs, Events, Wiki, Ideas, Members, Admin) and 'What's happening?'. The 'Activity' section shows a list of recent posts, including forum posts and calendar events. The 'What's happening?' section shows a post by Richard Brenchley and a post by Sarah Harries. A 'Share' button is visible next to the post by Sarah Harries. At the bottom of the page, there is an 'RSS this feed' link and an 'Older posts' button.

Knowledgehub – join up!

1. Join the community by registering here: <https://khub.net/register>
2. Complete your online profile, including professional interests
3. Go to the Benefits Management Specialists Group Home Page: <https://khub.net/group/govpdc-benefits>
4. Click ‘join the group’ and give us a couple of lines about why you want to join
5. Check out the forum, particularly the Welcome to Benefits Management Specialists Group thread to help you get started



Bite Size Guides: Background



- Feedback has indicated strong demand for practical ‘how to’ guides for BM practitioners
- We have termed these ‘bite sized guides,’ compact [4 to 6 pages], covering a common BM topic; with content-rich guidance
- APM is well placed to develop guides that are; independent, generic and low cost for its members to promote and encourage best practice in Benefits Management

Bite Size Guides: Proposal



- BM SIG facilitates the development of Bite Size Guides about BM topics/themes
- Topics/themes identified so far include:
 - How to get started with BM
 - BM Governance (RACI)
 - Benefits Mapping
 - Benefit Profiling and Quantification
 - BM and Business Cases
 - Benefits Realisation Planning
 - Benefits Tracking
- These need to be prioritised for development given resource constraints of SIG

Bite Sized Guide: Content

- Content will be practical – based on ‘Why, What, When, How, Who’ and include ‘hints and tips’, FAQs etc.
- Deeper guidance and theory will be referenced for further reading, but there will be sufficient detail to let BM practitioners get started and make progress
- An initial ‘template’ has been developed, but we are also looking at similar guides to understand what formats and content works well for these types of practical guides

Way Ahead

- Develop a 'pilot' guide ASAP and seek feedback from SIG members and a wider 'focus group' of BM practitioners
- Once this feedback is obtained, the first guide will be developed and produced, followed by subsequent guides aligned to member priorities
- Today, we are seeking; feedback on proposed content, to prioritise topics/themes and volunteers to act as a 'focus / reference group'

#apmbsummit drinks reception



With thanks to our sponsor...

