**[Project / Programme Name]**

Return on Investment (ROI) Report

SRO:

Version No:

Issue Date:

Date Signed Off by Project / Programme Board:



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# Purpose

*[All text in italics should be deleted.*

*State the purpose of this document, per the example below.*

*The purpose of this document is to provide details of the projects Return on Investment in terms of VfM.*

*This document is a review of the full business case for [insert project/programme name]. It provides the [insert the directorate the project/programme belongs to], [Insert local investment board e.g. Joint Approvals Committee and Home Office Group Investment Board] and HMT (if appropriate) with a statement on the out turn of the programme, achievements, costs and benefits derived to date]*

Start text here.

# Executive Summary

## Rationale for the [Insert project/programme name]

*[Provide a brief description of why the project/programme was undertaken]*

Start text here.

## Delivery

*[Detail what the project/programme was meant to deliver (include the timeline) and compare this against what the project/programme managed to achieve]*

Start text here.

## Benefits

*[Information should come from cost/benefit table.*

*Provide a summary of the benefits of the project e.g. did you meet what you set out in your FBC? Can you provide evidence of how this compared to your cost/benefit analysis? Have you realised any benefits or are you on track to realise them?]*

Start text here.

## Costs and Funding

*[You should look to provide a synopsis which covers:*

* *What approval did GIB provide?*
* *What approval did HMT provide (if applicable)?*
* *What were the actual costs of the project/programme? Ensure this is broken down by Capital, Resource (detailing cost capital and depreciation)]*

Start text here.

## Conclusions/Recommendations/Lessons Learned

*[Please expand on points made above in the Executive Summary]*

Start text here.

# Delivery /Outcome

Start text here.

# Benefits

*[Please include the Cost/Benefit table. Ensure that the project cost/benefit report are compared to those stated within the FBC, the programme’s/project’s budget and finances, and with the business’ budget and finances.*

*Indicate how the benefits realised compare with the Benefits predicted in the FBC – detailing reasons for any deviation from the FBC.*

*You should include what arrangements for handover of any constituent project benefit management and Business Case sign off, and for the PIR etc – usually to be handled by the programme]*

Start text here.

# Costs/Funding

*[Please expand on the above section.*

* *what year does the project break even?*
* *what is the ROI ratio for the project i.e. how much did you have to invest to achieve how much in cost savings?]*

Start text here.

# Outcome of Gateway 5 Review

*[Please provide details of the outcome from gateway 5 Review, and provide the Review Action Plan at the Annex]*

Start text here.

# Post Implementation Review

*[Please provide details of* *the Post Implementation Review]*

Start text here.

# Lessons Learned

## What went well or otherwise

*[Please summarise what went particularly well for the project, and in a separate paragraph what didn’t go so well]*

Start text here.

Lessons to be learnt

*[Please describe the key lessons the project learned during its lifecycle, with attention to those lessons that can be applied in future projects. Where helpful to organise text, group lessons in sub-sections such as (e.g.):*

* *Stakeholder Management.*
* *Communications.*
* *Technical Development.*
* *Implementation.*
* *Governance.*
* *Business Change.*

*Where it aids clarity organise descriptions of lessons by Situation, Task, Action, Result (STAR).*

*Ensure that the Lessons Learned Report is added as Annex D]*

Start text here.

# Annexes

*[Suggested Reports to include as Annexes]*

Annex A Benefits Realisation Plan

Annex B Detailed Cost Benefit Analysis

Annex C Gateway 5 Report/ Review Action Plan

Annex D Lessons Learned Report

Annex E Post Implementation Review Report

Annex F Project Closure Report