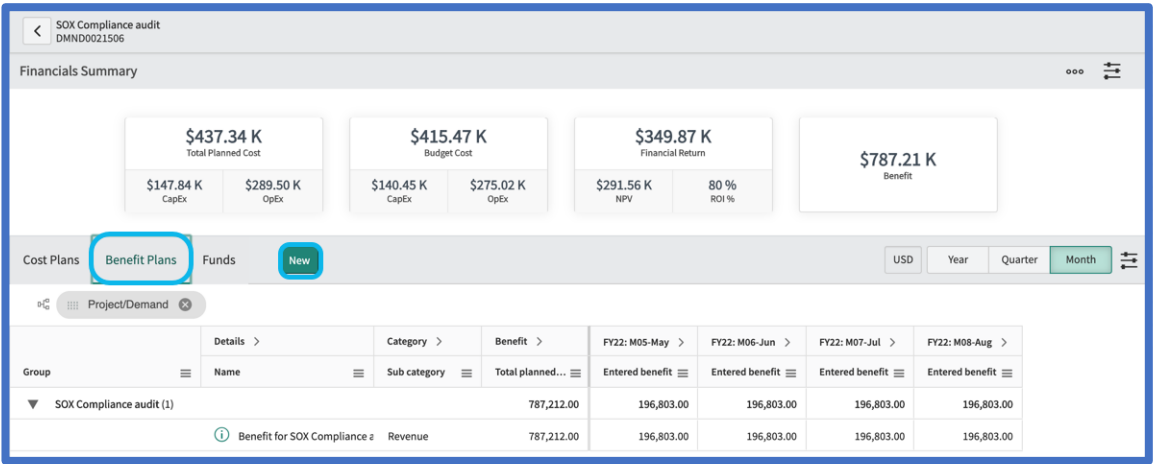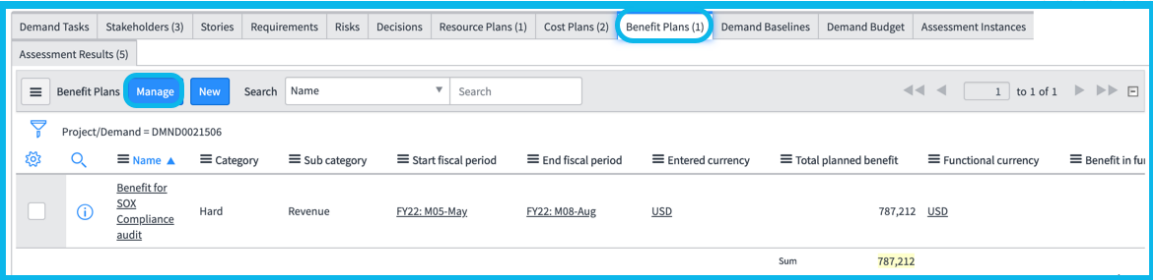# Creating a Benefit Plan on a Demand

Quick Reference Guide

Creating a Benefit Plan on a Demand

Demand benefit plans capture the potential benefits accrued by the demand when the demand is executed. Benefit plans roll up to the Financial benefit field on the demand and the Planned benefit field on the associated program and portfolio. These amounts will also roll up to the Investment Portal and various reports throughout the system.

1. To create a benefit plan, open the demand and scroll to the bottom to the related lists. Select the **Benefit Plans** related list and click the **Manage** button.

2. This will launch the **Financial Summary** view. Ensure the **Benefit Plans** tab is selected and click the **New** button.

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3. Complete the form. **Name, Entered currency, Offset Type, Start fiscal period,** and **End fiscal period** are required fields. Click the **Submit** button when complete.

- A benefit plan can be entered for 0.00 dollars but if there is a cost associated to the benefit that should be identified in the **Estimated Benefit** field.

- **Offset Type** identifies when the benefit realization begins, either at the completion of a milestone, the project start date, the project end date, or the specific dates indicated.

- Benefits can be identified as hard or soft benefits. Hard benefits can be measured in terms of revenue. Soft benefits are measured in terms of value.

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4. The new benefit plan will be added to the financials grid in the **Financial Summary**. The benefit plan is divided and distributed amongst the identified fiscal periods. The benefit plan itself can be modified by clicking on the ⇄ icon. Dollar figures can be updated directly in the grid. Fiscal periods can be viewed by year, quarter or month. You can also configure the grid with the appropriate fields by clicking the icon, and set the row groups by dragging the column headings to the sorting row.