



Your Company Name

Feasibility Study

Date

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Revision History

Date	Version	Author	Change

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Table of Contents

1	Introduction.....	4
1.1	Purpose	4
1.2	Feasibility Study Objectives	4
1.3	Scope	4
2	System Overview and Background.....	5
2.1	System, Plant or Operational Details.....	5
2.2	Current Systems and Processes.....	5
2.2.1	Current Operations	5
2.2.2	Physical Environment	5
2.2.3	User Organization.....	6
2.3	Deliverables and End Products.....	6
3	Analysis, Solutions, and Alternatives.....	7
4	Approvals.....	8
5	Appendix	8



Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

1 Introduction

This section provides an overview of the feasibility study (i.e., why, when, where, by who), background of the proposed project, the methodology used for performing the study, and any reference materials used in conducting the report.

1.1 Purpose

The Feasibility Study uses business and technical information and cost data to determine the economic potential and practicality (i.e., feasibility) of a project. The Feasibility Study uses techniques that help evaluate a project and/or compare it with other projects. Factors such as interest rates, operating costs, and depreciation are generally considered.

1.2 Feasibility Study Objectives

Outline the main objectives of the feasibility study.

1.3 Scope

Describe the scope of the feasibility study, i.e., what is included and what is outside of the study.



2 System Overview and Background

This section provides an overview and background to the system, plant, or operations, including current procedures and end products.

2.1 System, Plant or Operational Details

Provide an overview and background to the system, plant, or operations, including the following details:

- *Project Owner*
- *Department responsible*
- *System, plant, or operations name*
- *System category, e.g., Hardware / Software / Network, etc.*
- *Operational status, e.g., operational, in development, undergoing modification, special conditions.*

2.2 Current Systems and Processes

Describe the current systems, plants, or operations, and associated business processes.

2.2.1 Current Operations

Describe the current operations. Provide a graphical representation if appropriate.

2.2.2 Physical Environment

Identify the hardware and software technical environment used by the existing system, plant, and/or business processes. Provide a graphical representation if appropriate.



2.2.3 User Organization

Describe the groups that use the system and/or business processes.

2.3 Deliverables and End Products

Describe the main deliverables and performance objectives. Outline the objectives and high-level requirements that the system is required to meet. Identify the following areas:

- *Automated activities*
- *Manual activities*
- *End products*
- *Processes and operations*
- *System functionality*
- *Timelines for development and implementation.*



3 Analysis, Solutions, and Alternatives

Topic	Description
Analysis	<i>Provide complete analysis details of the feasibility study.</i>
Assumptions and Dependencies	<i>Provide information about any assumptions and dependencies that may impact the project.</i>
Risks	<i>Describe any risks associated with going forward with the project. Refer back to the Assumptions and Dependencies topic if the risk is associated with a particular assumption or dependency. For each risk identified, note any mitigation activities (i.e., work-arounds) planned as part of the project.</i>
Issues and Constraints	<i>Provide information about any issues and constraints that may impact the project.</i>
Costs and Benefits	<i>Provide the costs and benefits for project implementation.</i>
Return on Investments (ROI)	<i>Provide a Return on Investment (ROI) analysis (if applicable) for project implementation.</i>
Solutions and Alternatives	<i>Provide details for each solution and alternative.</i>
Recommendations	<i>Provide details for the solution(s) recommended.</i>
Schedules	<i>List high-level deliverables / milestones for the project and their associated target dates.</i>



4 Approvals

Complete the following feasibility study approval table.

Representative	Name / Title	Signature	Date
<i>Requestor</i>			

5 Appendix