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FEASIBILITY STUDY TEMPLATE

*A template describing the key sections of a feasibility study.
It aims to help reduce document preparation pressures and develop a
standard feasibility study document for a business organization.*

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1. Executive Summary

- **Overview:** *the Executive Summary section provides a general description of the feasibility study for the target audience*

- **Task:** *to highlight the findings of the feasibility study*

- **Issues:**
 - ✓ The problem analyzed in the feasibility study
 - ✓ The business objectives supported by the study
 - ✓ Organizational impact
 - ✓ Process impact
 - ✓ Expected costs and benefits
 - ✓ Anticipated risks

2. Introduction

- **Overview:** *the Introduction section of the feasibility study provides a general statement about the overall objectives and content of the document.*

- **Tasks:**
 - ✓ *to create an overview of the drivers for the feasibility study*
 - ✓ *to summarize the sections of the document*

- **Issues:**
 - ✓ *The Purpose, which provides a short description of the factors that driver the document*
 - ✓ *The Target Audience, which defines the intended readers of the document*
 - ✓ *Other sub-sections and topics necessary for the particular feasibility analysis*

3. Justification

- **Overview:** *The Justification section provides a detailed assessment of the reason and motivation for undertaking the feasibility analysis*

- **Task:** *to write a summary of the justification process and its objectives*

- **Issues:**
 - ✓ *Problem Statement*
 - ✓ *Organizational Impact*
 - ✓ *Business Impact*
 - ✓ *Process Impact*
 - ✓ *Solution Objectives*

4. Solution

- **Overview:** *the Solution section of the feasibility study template contains a summary of the proposed solution*

- **Tasks:**
 - ✓ *to provide an overview of the proposed solution's functionality and features*
 - ✓ *to outline the solution's impact on the organization*

- **Issues:**
 - ✓ *A detailed description of the problem*
 - ✓ *A statement of solution objectives*
 - ✓ *An analysis of organizational impact*
 - ✓ *An analysis of business impact*
 - ✓ *An analysis of process impact*

4. Alternatives

- **Overview:** *the Alternatives section of the feasibility study template describes the alternative solutions that have been considered and compared to the proposed solution*

- **Tasks:**
 - ✓ *to list the alternatives to the proposed solution*
 - ✓ *to analyze and describe the impact of the alternatives*
 - ✓ *to highlight the key differences between each solution*

- **Issues:**
 - ✓ *Cost-benefit analysis*
 - ✓ *A comparison matrix*

5. Cost-Benefit Analysis

- **Overview:** *the Cost-Benefit Analysis section of the feasibility study provides a description of the approach and tools used in the study to carry out a cost-benefit analysis*

- **Task:** *to provide a comparison between the present value of the proposed solution and its initial cost*

- **Issues:**
 - ✓ *Calculate the cost-benefit ratio*
 - ✓ *Define and use values justifying the proposed solution.*