Department Title

Division Title.

Project Title

Feasibility Study Report

XXX 0, 0000

Executive Summary

The executive summary would briefly describe the business process(es) and the related issues and opportunities to be addressed by the proposed application, a summary of the potential costs and benefits associated with the proposed application, an overview of the risks associated with the related development project, and a summary of the final recommendation.

Project Background

Restatement of the Initial Notification

A description of the relevant business process(es)

Analysis with Issues and Opportunities

Explanation of Proposed Solution

Alternatives

A description of each alternative (See Reference II.C.2)

A listing of advantages and disadvantages for each alternative.

Alternative 1 – Do Nothing

Alternative 2 – n

Recommendation

The selection of a preferred alternative with an analysis of advantages and disadvantages to justify the selection.

A high level description of the development project associated with the proposed application.

An analysis of the benefits that are expected to come from the proposed application.

An analysis of the costs and risks associated with the selected solution and its related development project

Client Commitment

	FEASIBILITY STUDY QUALITY ASSURANCE CHECKLIST
	Will departmental senior managers be involved with this project on a regular basis?
	Has the project sponsor from the business or program area been identified?
	Will the project sponsor from the business or program area participate in this project on a regular and ongoing basis?
	Has the sponsoring business or program area participated in the development of the project management and organization documentation, including the work plan?
	Will an experienced project manager be assigned to this project?
	Will the project adhere to a formal systems development life cycle methodology (SDLC)?
	Are expected benefits (including improved or new services and cost savings) verifiable?
	Have the expected benefits been identified, documented, and quantified?
	Have all relevant costs been identified, documented, and estimated?
	Has a cost/benefit analysis been performed?
	Have departmental senior management and the project business/program sponsor approved the cost/benefit analysis?
	Have major project risk factors been identified and documented?
	Has each major risk factor been analyzed to determine its potential adverse impact on the project?
	Have steps or factors for mitigating the risks been identified, documented, and incorporated in project plans and activities?
	Have procedures been developed to monitor continuously the major risk factors, so they can be managed as the project progresses?

We have completely reviewed this report,
We agree with its recommendation
and we are ready to commit the necessary resources
to the successful completion of the project.

Signature	**Date**	**Representing**
		Division User Representative
		Division Sponsor
		DENR Division of Information Technology Services
		DENR Sponsor