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## Template Guide

### **What is a Feasibility Study?**

*A Feasibility Study is a document, which is developed in order to determine a project's viability. It includes:*

- *An analysis of the Economic Feasibility of a project.*
- *An analysis of the Legal Feasibility of a project.*
- *An analysis of the Operational Feasibility of a project*
- *An analysis of the Scheduling Feasibility of a project.*
- *An analysis of the Technical Feasibility of a project.*

### **When do I use a Feasibility Study?**

*A Feasibility Study is often needed in order to provide additional substantiation to the Business Case, which is usually the first document developed in the Project Lifecycle. Once the Business Case is approved, the project can then be formally defined. The Feasibility Study provides a detailed assessment of the current business problem / opportunity, the various solution options available, the likelihood of a successful implementation for each solution option and the recommended solution option for implementation. Subsequently, the Feasibility Study document is usually developed in conjunction with the Business Case document.*

### **How to use this template**

*This document provides a guide on the topics usually included in a Feasibility Study document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

## 1 Project Objectives

[Specify what the proposed project will accomplish for the business. Provide a high-level summarization of the business goals that will be achieved by the successful implementation of the proposed project.]

## 2 Project Description

[Specify the problem or opportunity to be addressed by the business unit, including root causes and supporting criteria. Provide objective evidence to support the background information for the project. Identify the desired outcome of the proposed project (what the proposed project solution will accomplish for the business unit).]

## 3 Project Assumptions

[Specify the assumptions made about various conditions that would affect the overall viability of the project. For example, assumptions about the future economic climate, future financial resources of the organization, future market conditions and/or adoption rates of new products or technology, etc.]

## 4 Project Priority

[Specify the priority of the project, taking into consideration its strategic organizational impact relative to other project initiatives currently underway or planned for the business unit or the organization as a whole. (Mark the priority with an 'X')]

HIGH

MODERATE

LOW

## 5 Strategic Fit

[Specify how the project will support the organization's Strategic Plan, business objectives and/or social role.]

## 6 Project Alignment

[Specify how the proposed project may affect the development and implementation of other project initiatives planned or in progress, in other Business Units. Assess size of impact, when possible. Identify individuals who should be included in the Feasibility Study, in order to support making a credible recommendation on the proposed solution.]