**What is a feasibility report?**

A feasibility report is a report that evaluates a set of proposed project paths or solutions to determine if they are viable. The person who prepares a feasibility report evaluates the feasibility of different solutions and then chooses their recommendation for the best solution. They then present the feasibility report to their company and make their recommendation.

## What is the purpose of a feasibility report?

The purpose of a feasibility report is to determine the feasibility of solutions or project paths and choose the best option. The feasibility report serves to break down different approaches to a problem or project and help readers understand the feasibility of each approach. Based on the evaluation outlined in the report, readers can decide whether to take the report's recommendation of the best approach. This thorough analysis of different approaches can help companies make the best possible decisions on projects and problems.

## Sections to include in a feasibility report

Feasibility reports can look different from company to company, and you might have specific directions from your company regarding how to structure your feasibility report. However, most feasibility reports typically include a few key sections:

### Executive summary

One of the first components of a feasibility report is the executive summary. An executive summary can help your readers understand the main points of your report and read an overview of the report. Your executive summary can be brief, and be sure to write it clearly and concisely. Some elements to consider including in your executive summary are:

* Brief description of what's in your report, including the problem you're solving or the project you're working on
* Notes on the main ideas from your research or important information from your report
* Concise explanation of how the project or problem relates to the overall mission of your company

The goal of writing your executive summary is to keep it brief and understandable, as you can go into more detail in your report. Although the executive summary is one of the first elements of the report, many people choose to write their executive summary after writing their report to make it easier to determine what information to include in it.

### Introduction

Another important component of a feasibility report is the introduction. Following the executive summary, you can write an introduction that explains what the problem or project is and the proposed approaches. Like your executive summary, your introduction can be general and brief, as you can explain more details later in the report.

### Background and context

A feasibility report should also include background and context. This section is important to help people who read the report understand important contextual information. For example, if you're discussing different approaches for a project, you could include the history and goals of the project in your background and context section. If you're evaluating different solutions to a problem, you could explain where the problem came from and how it affects your company. This can prime your audience to understand the feasibility of different approaches.

### Evaluation criteria

You can also include a report section that explains your evaluation criteria. This section helps the readers of your report understand how you evaluated the feasibility of different approaches and why you arrived at your recommendation. Your evaluation criteria may include:

* **Financial costs:** Companies typically consider the financial impact of a project before taking action, so financial costs may be one of the criteria in your feasibility report.
* \***\*Tax impacts:\*\*** You can evaluate different approaches based on how they would change your company's taxes as another criterion.

Public perception:Certain projects or problems may affect your company's public perception, so you could evaluate how different approaches would influence your company's public perception in your feasibility report.

* Environmental effects:If your company values environmentally-friendly choices, you could consider including the environmental effects of an approach in your report.
* Resources needed:You may need certain resources for different potential approaches, so you could evaluate the resources needed as one of your criteria.

### Evaluation of solutions

A key section of a feasibility report is the evaluation of solutions section. This section accomplishes the purpose of a feasibility report, which is to determine the feasibility of solutions and project paths. The evaluation section is where you compare potential approaches based on your evaluation criteria. The evaluation process leads you to make your recommendation on the best approach.

### Conclusion

You can summarize your report and reiterate your main points in a conclusion section. This section can be brief and include a quick description of the pros and cons of each of the approaches discussed. The purpose of this section is to remind your readers how you evaluated each approach before you make your final recommendation.

### Final recommendation

The last section of a feasibility report contains your direct recommendation for the best path forward. In this section, which can be brief, you can explain whether the solution is feasible and why you believe it's the right choice. The key to writing the final recommendation section is directly stating what your recommendation is and why.

## Feasibility report template

Here is a template you can use to guide you in writing your own feasibility report:

[Title of feasibility report]

**Executive Summary**

[This section includes a brief description of the contents of your report, including the problem you're solving or the project you're working on.]

**Introduction**  
[This section is an introduction to the problem or project and the proposed approaches.]

**Background and Context**

[This section includes important contextual information.]

**Evaluation Criteria**

[This section describes your criteria for evaluating approaches.]

* [Criterion]
* [Criterion]
* [Criterion]

**Evaluation of Solutions**

[This section is where you compare the different approaches based on your evaluation criteria.]

* [Potential solution]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]
* [Potential solution]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]
* [Potential solution]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]
  + [Feasibility based on criterion]

**Conclusion**  
[This section is where you summarize your report and reiterate your main points.]

**Final Recommendation**

[This section contains your direct recommendation for the best path forward.]