

Evaluation Sheet Feasibility/ Recommendation Report Writing					
Name:		Roll#:		Section:	
CRITERIA			TOTAL MARKS	MARKS OBTAINED	
INTRODUCTION					
Objectives	What is the purpose of this feasibility report? Explained the background data Answered the question regarding Report's Purpose Provided a clear and concise statement of intent	1.5			
	What problems motivated this study? Explained what problems cause doubt about the feasibility of the project. (i.e., is there a market, is there a piece of equipment available that would meet the company's needs, or is land available for expansion?) Explained what problems led to the proposed project. (i.e., current equipment is too costly or time consuming, current facilities are too limited for expansion, current net income is limited by an insufficient market)	1.5			
	Who initiated the feasibility study? Listed the name(s) of the manager(s) or supervisor(s) who requested this report.	1			
Personnel	Documented the names of the project team members; your liaison between your organization/company and other companies involved, and your contacts at these other companies are clearly listed in the report along with contact information	1			
DISCUSSION					
Criteria	Developed a logical foundation for comparison of personnel, products, vendors, costs, options, schedules, and so on which are itemized and assigned to informative headings.	3			
Analysis	Compared findings against the criteria	3			
Visual Aids	Added appropriate tables/charts/graph that explained analysis	1			
CONCLUSION/ RECOMMENDATIONS					
Conclusion	Stated a summary and the significance of the findings Implications deduced/concluded from the study	1.5			
Recommendations	Recommended a course of action which was detailed and consistent with the findings	1.5			
FORMATTING					
Document Design	Format, Organization, Order, Access, Variety	2.5			
LANGUAGE ACCURACY					
Grammar & Mechanics		2.5			
TOTAL		20			