



MANAGEMENT FEASIBILITY ASSESSMENT TOOL



A management feasibility study reviews the proposed project's implications for the college's management capabilities. Through this study, you are going to elaborate on the resources required for the efficient and effective management of the project. This will provide a glimpse into the project's regular administrative and academic performance.

Document Information

Document Title:	
Proponent/s:	
College/Department:	

Instruction: Assess if the document complies with the specified descriptors/criteria. Please write your comments and/or suggestions/recommendations in the last column to improve the document under review.

Evaluation Rating (2 – more than adequate, 1 – adequate, 0 – lacking)

Components	Bases	Descriptors/ Criteria	Evaluation Rating	Comments/ Areas for Improvement
1.Organizational Structure (OS) (20%)	CSU Code	Are the roles well-defined and clearly aligned with the goal		
	OS	Is the OS efficient for decision-making and communication		
	OS	Can the OS adopt to future growth or changes		
2.Leadership and Governance (20%)	Admin Qualifications	Do the leaders possess the necessary skills and experience?		
	System and Processes	Are decision-making processes effective and transparent?		
	Vision Mission	Is there a clear, compelling vision for the organization's future?		
3.Systems and Processes (20%)	Systems and Processes	Are the operational workflow efficient and follow governmental requirements?		
	Institutional / College Facilities	Are the right technologies in-place to support the operation?		
	Monitoring and Evaluation System	Is there a mechanism for monitoring and improving the systems and processes?		
4.Human Resource	Structure	Are there enough personnel to execute the program?		

(20%)	Development Program (Teaching and non-teaching)	Are employees development programs in place?		
	SPMS	Are there policies for employee engagement and retention?		
5.Resources Availability (20%)	Institutional/ College Facilities	Are the facilities, equipment, and materials sufficient and		
	Budget (for the last 5 years)	Is there adequate funding to support the operation?		
	MOA or List of linkages	Are there external support (partnerships) if needed?		
	Risks identification and action	Are potential management risks identified and assessed?		
	Contingency Plan	Are there contingency plans in case of a crisis?		

The program should obtain a GWA of 1.0 or above to pass the Evaluation

Calculation: Component 1 Total Score ____ /3 X 0.2 = GWA = ____
Component 2 Total Score ____ /3 X 0.2 = Overall Evaluation:
Component 3 Total Score ____ /3 X 0.2 =
Component 4 Total Score ____ /3 X 0.2 =
Component 5 Total Score ____ /3 X 0.2 =

Evaluated:	Checked by:	Noted by:	Conforme:
<u>(NAME)</u> Chair, Management Feasibility Date: _____	<u>(NAME)</u> Chair, Evaluation Committee Date: _____	<u>(NAME)</u> Director, OCID Date: _____	<u>(NAME)</u> Proponent Date: _____