A project manager normally has to submit some kind of supportive background in order to receive the go-ahead from upper management to pursue a project. This is done by doing a feasibility study and submitting a report on the findings.

**Step 1: Write the project description**

The powers that be want to know the details of the proposed project. This information is included in the project description. The reason for the project and any background information should be listed here.

**Step 2: Give some possible solutions**

There should be more than one solution for the problem the project is attempting to resolve. Do an alternatives analysis to come up with a few different ways to solve the issue and list them here.

**Step 3: Describe the evaluation criteria**

This section sets and defines the evaluation criteria for the possible solutions. Be sure to list criteria for all the solutions given in Step 2.

**Step 4: Pinpoint the most feasible solution**

Describe the most feasible solution here. It should be the one that is the most economically and technically feasible.

**Step 5: Write the conclusion**

The conclusion summarizes th