RECOMMENDATION REPORT

[Title of the Feasibility Analysis]

Date Assigned: Month dd, yyyy

Date Completed: Month dd, yyyy

Team:

(Members listed in alphabetical order with an asterisk * next to the name of the team leader)

Advisors:

(Members listed in alphabetical order)

Steering Committee:

(Members listed in alphabetical order with an asterisk * next to the name of the chairperson)

COMPANY NAME

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EXECUTIVE SUMMARY

1 to 2 pages

Statement of the Improvement Opportunity

Background and Purpose of the Recommendation Report

Available Alternatives

Conclusions and Recommendations

Implementation: Schedule and Resource Commitments

STATEMENT OF THE IMPROVEMENT OPPORTUNITY

Present Operations

Needs and Objectives

BACKGROUND AND PURPOSE OF THE RECOMMENDATION REPORT

AVAILABLE ALTERNATIVES

Alternative #1: [Name of Alternative] Definition Costs Financial Benefits Advantages Disadvantages Alternative #2: [Name of Alternative] Definition Costs Financial Benefits Advantages Disadvantages

Alternative #n: [Name of Alternative]

Definition

Costs

Financial Benefits

Advantages

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Disadvantages

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CONCLUSIONS AND RECOMMENDATIONS

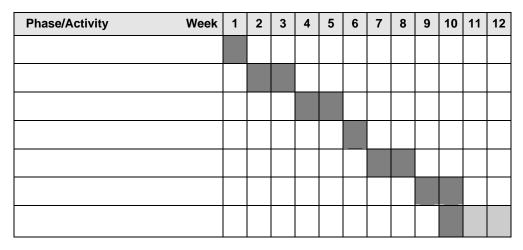
Conclusions of the Recommendation Team

Recommendations of the Recommendation Team

IMPLEMENTATION: SCHEDULE AND RESOURCE COMMITMENTS

Implementation Schedule

- Estimated Start Date:
- Estimated Completion Date:



Implementation Team

		Days or % Commitment by Phase/Activity									
Team Position	Responsibilities	1	2	3	4	5	6	7	8	9	
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ATTACHMENTS

- A: ?????
- B: ?????
- C: ?????

Attachment A: ??????

Attachment B: ??????

Attachment C: ??????