

# 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**

\* TEAM LEADER \*\* CHAIRPERSON

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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***

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# STATEMENT OF THE IMPROVEMENT OPPORTUNITY

*Present Operations*

*Needs and Objectives*

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## **BACKGROUND AND PURPOSE OF THE RECOMMENDATION REPORT**

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## 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***

- 
- 

***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:

Phase/Activity	Week	1	2	3	4	5	6	7	8	9	10	11	12

## *Implementation Team*

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

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## ATTACHMENTS

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

***Attachment A: ??????***

***Attachment B: ??????***

***Attachment C: ??????***