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**Feasibility Study**©

**For [Project Name]**

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# Executive Summary

*Summarize this Feasibility Study document by outlining the business problem, the various solutions available, the methods undertaken to assess the feasibility of each solution and the overall feasibility results.*

# Problem Statement

*Provide a detailed description of the business problem (or opportunity) and the environment within which it is contained, by completing the following sections.*

## **Business Environment**

*Describe the core aspects of the business environment which have resulted in the need for this project to take place. Provide any facts or evidence to support the conclusions made.*

## **Business Problem**

Business Problem

*Describe the core business problem in detail by stating its root cause, the impact it’s having on the business and the timeframes within which it must be resolved.*

Business Opportunity

*Describe the business opportunity in detail, including the timeframes for realizing the opportunity and the positive impact that realizing the opportunity will have on the business.*

# Requirements Statement

*List the requirements for a solution to the business problem or opportunity, by completing the following sections:*

## **Business Drivers**

*List any key business drivers that necessitate the completion of the solution within a defined timescale.*

## **Business Requirements**

*List the project’s requirements for a solution to satisfy the business problem / opportunity, by completing the following table:*

|  |  |
| --- | --- |
| **Business Problem or Opportunity** | **Project Requirement** |
|  |  |
|  |  |
|  |  |

*[See MPMM™ for a description of this table.]*

# Feasibility Assessment

*Document the results of the Feasibility Assessment by completing the following sections for each alternative solution.*

## **Potential Solutions**

*List all of the potential solutions to the business problem or opportunity specified above. Then complete the following sections for each solution:*

## **Solution 1** *<name>*

Description

*Provide a detailed description of the solution and list its core components. Describe the purpose of the solution and explain how it can address the requirements listed above.*

Assessment

*Describe the methods used to determine the likelihood (i.e. feasibility) that the solution will meet all the requirements listed above. For each method, describe how it will be / was undertaken and the quality of the result.*

Results

*Score the results of the assessment and describe the methods used, within the following table:*

|  |  |  |
| --- | --- | --- |
| **Solution** | **Feasibility Score** | **Assessment Method** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM for a description of this table.]*

Risks

*Describe any risks associated with implementing this solution, by completing the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk  Description** | **Risk Likelihood** | **Risk Impact** | **Actions Required  to Mitigate Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*[See MPMM for a description of this table.]*

Issues

*Describe any issues associated with implementing this solution, by completing the following table:*

|  |  |  |
| --- | --- | --- |
| **Issue Description** | **Issue Priority** | **Actions Required to Resolve Issue** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM for a description of this table.]*

Assumptions

*List any assumptions made when assessing the feasibility of this solution.*

## **Solution 2** *<name>*

Description

*Provide a detailed description of the solution and list its core components. Describe the purpose of the solution and explain how it can address the requirements listed above.*

Assessment

*Describe the methods used to determine the likelihood (i.e. feasibility) that the solution will meet all the requirements listed above. For each method, describe how it will be / was undertaken and the quality of the result.*

Results

*Score the results of the assessment and describe the methods used, within the following table:*

|  |  |  |
| --- | --- | --- |
| **Solution** | **Feasibility Score** | **Assessment Method** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM for a description of this table.]*

Risks

*Describe any risks associated with implementing this solution, by completing the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk  Description** | **Risk Likelihood** | **Risk Impact** | **Actions Required  to Mitigate Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*[See MPMM for a description of this table.]*

Issues

*Describe any issues associated with implementing this solution, by completing the following table:*

|  |  |  |
| --- | --- | --- |
| **Issue Description** | **Issue Priority** | **Actions Required to Resolve Issue** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM for a description of this table.]*

Assumptions

*List any assumptions made when assessing the feasibility of this solution.*

## **Solution 3** *<name>*

Description

*Provide a detailed description of the solution and list its core components. Describe the purpose of the solution and explain how it can address the requirements listed above.*

Assessment

*Describe the methods used to determine the likelihood (i.e. feasibility) that the solution will meet all the requirements listed above. For each method, describe how it will be / was undertaken and the quality of the result.*

Results

*Score the results of the assessment and describe the methods used, within the following table:*

|  |  |  |
| --- | --- | --- |
| **Solution** | **Feasibility Score** | **Assessment Method** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM for a description of this table.]*

Risks

*Describe any risks associated with implementing this solution, by completing the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk  Description** | **Risk Likelihood** | **Risk Impact** | **Actions Required  to Mitigate Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*[See MPMM for a description of this table.]*

Issues

*Describe any issues associated with implementing this solution, by completing the following table:*

|  |  |  |
| --- | --- | --- |
| **Issue Description** | **Issue Priority** | **Actions Required to Resolve Issue** |
|  |  |  |
|  |  |  |
|  |  |  |

*[See MPMM™ for a description of this table.]*

Assumptions

*List any assumptions made when assessing the feasibility of this solution.*

# Feasibility Ranking

*Rank the overall results of the Feasibility Assessment by completing the following sections.*

## **Ranking Criteria**

*Describe the criteria used to rank the feasibility of each alternative solution. Also describe the scoring mechanism used to weight the individual total, and assign a total score for each solution.*

## **Ranking Scores**

*List the criteria, scores, weights and total scores for each solution in the following table:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Solution 1** | | | **Solution 2** | | | **Solution 3** | | |
| **Criteria©** | Score | Weight | Total | Score | Weight | Total | Score | Weight | Total |
|  |  |  |  |  |  |  |  |  |  |
| **Total Score** |  |  |  |  |  |  |  |  |  |

*[See MPMM for a description of this table.]*

# Feasibility Result

*Based on the table above, identify the solution with the highest Overall Score, as this is the solution most likely to satisfy the stated requirements of the customer.*

# Appendix

## **Supporting Documentation**

*Attach any documentation you believe is relevant to the Feasibility Study, including:*

* *Business vision, strategy and objective statements*
* *Market research documents and statistics*
* *Detailed problem analysis and requirement documentation*
* *Detailed feasibility assessment results, logs and reports*
* *Risk assessment reports*
* *Other relevant information or correspondence*