
	Doc Title: Requirements Document	Revision Date: 00/00/0000
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Feasibility Study

[Subject/Project]

Revision Date:	MM/DD/YYYY
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Author:	[Author]
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Revision History


Date	Revision	Author	Changes
<MM/DD/YY>	1.0	[Author]	<Original document created>

Document Reviewers / Approvers

Name	Position	Reviewer	Reviewer and Approver	Signature of Approver	Sign-off Date
<Joe Smith>	<Business Executive>		X		
<James Underhill>	<Analysis Manager>	X			
<Mary Jane>	<Development Manager>	X			

<Note:

- *The text in blue and italic is for guidance only and should be deleted before the document is published.*
- *If any section of this document is not required for the project at hand it may be delete it or its content replaced with "N/A".*
- *All tables and figure in the document will be automatically added to the tables and figures tables of content after they are given a caption.*
- *Go to "File/Properties" and on the "Summary" tab update the following fields to match your project:*
 - o *Title – replace the (Title) part of the title with the name of the use case described in this document;*
 - o *Subject – enter your project's name here;*
 - o *Author – enter your names or first initial followed by your last name;*
 - o *Company – enter your company's name.*
- *For the changes from the "Summary" tab to take effect select the all the text in the document and press F9.*
 - o *Repeat this in the header and footer areas of the document as well.*

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- o *If a message shows up after you've pressed F9, select the "Update entire table" option.*
- *After each update of the document make sure to increase the revision numbers and update the revision date manually on:*
 - o *The first page*
 - o *The document header*
 - o *In the revision table and to describe the changes*

The Feasibility Study Report has to be signed by the key stakeholders. The BABOK ver.1.6 identifies the following stakeholders that are involved in or impacted by this study:

"Executive Management, Business Process Owner, Business unit Managers, Subject matter experts who are participating in Enterprise Analysis activities: Business Analysts, project managers, technology managers" >


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Feasibility Study

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1 Executive Summary

<Describe the business problem this project is initiated to solve. Briefly describe the project, including external behavior of the application or subsystem identified, business process changes and the functional and nonfunctional requirements.

Specify the purpose and the audience of this document. The audience is usually the stakeholders who sign the document.

This section should not be longer than half a page.>


2 Business Problem and Opportunity Statement

<Include information uncovered during the current state assessment and the external research activities.

BABOK ver. 1.6

"The current state assessment consists of a review of all or part of these elements, depending on the nature and scope of the study:

- Strategy – Review the business vision, strategy, goals and measures.*
- Business Area – Describe the mission of each line of business or business unit that is a stakeholder for the area under study, and collect relevant organizational charts.*
- Locations – Document the physical location of each impacted business unit.*
- Data and Information – Identify the major types of business information required. It is also helpful to list the repositories which retain the information listed.*
- Infrastructure – List each of the current business technologies impacted by the initiative.*
- Processes – List and provide a description of each of the current business processes relevant to this project.*
- Competitive Arena – Describe the current business environment within which the business operates, including:*
 - o Market analysis, competition, products and services available*
 - o Emerging markets and technologies*
 - o Regulatory or legislative changes.">*

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3 Feasibility Study Requirements

<Include the business drivers of the initiative. Describe the business goals and objectives behind the initiative, the reason why this feasibility study was conducted.>

4 Feasibility Study Results

<BABOK ver. 1.6

"For each potential solution, typical analysis steps include the following:

- Describe the solution option in as much detail as possible, perhaps building a high-level work breakdown structure (WBS), a hierarchical decomposition of the solution, to bring the full scope of the effort into view.*
- Identify methods to assess the alternative, ensuring the analysis of the economic, operational and technical feasibility of the option. Examples of methods include: prototyping to prove the highest risk portions of the solution option are technically feasible, market surveys to ensure there is a demand for the solution and it will be economically feasible, technology capability assessment to ensure the solution does not require new, unproven technology, and business staff interviews and IT staff interviews to determine operational feasibility.*
- Identify expected results of the assessment.*
- Define assessment steps.*
- Undertake feasibility analysis for each option.*
- Review results to ensure completeness.">*


4.1 [Option 1]

<Describe the results of the study including the following:

- Describe the option*
- Describe the assessment process followed and the methodology used*
- Describe the results, including both the expected and unexpected one*
- List any risks related to this solution. Include both positive and negative risks. The positive risks will be looked at as business benefits. Risks can be financial, operational, technical, customer or competitor related, etc.>*

4.2 [Option 2]

<The same as [Option 1]>

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5 Assumptions

<BABOK ver. 1.6 "Describe the assumptions made during the study process to close gaps in information. It is important to note that if the assumption does not prove to be true, it may pose a risk to the success of the option under consideration.">

6 Alternative Solution Ranking

<Describe the Ranking criteria and the Ranking scores.>

7 Feasibility Study Results

<Describe the recommended solution, including any additional rationale for the decision.>

8 Appendix

<BABOK ver. 1.6:

"...containing all supporting information. Additional information that may be included in the final report includes:

Strategic alignment of the proposed change initiative to the organizational strategy, direction and mission extracted from the Business Architecture activity

Technology alignment with the current Enterprise Architecture standards

Availability of COTS (Commercial Off the Shelf) software packages

Extent to which existing business solutions will be changed, managed and affected.">

9 Referenced Documents

<For every referenced document provide the following information:

- Sequence number in the list – the document will be referenced through out this document by that number*
- Full correct name, document version, and full correct location – if possible the name could also be a link..*

Then reference the document number from this section in the document above using "Insert/Reference/Cross-Reference" as this will create a hyperlink from the document text to this list of documents.>