



Project Feasibility Template

Project Name: **Date:**

Project Number: **Agency:**

Modification Dates: **Prepared by:**

Business Problem

Information in this section discusses the reasons the Project Feasibility Document has been created and what the project is intended to accomplish.

Current Situation:

Provide a brief description of the current situation

Approach Overview

This section is used to list elements that will determine the course that the proposed project will take.

Potential Solutions

Information in this section discusses the potential solutions to the problem in the Project Feasibility Document.

Description of the solution:

Provide a brief description of the proposed solution.

Resources for solution:

Describe resources needed to incorporate each solution.

Benefit/Cost of solution:

Establish and record expected benefits and cost for each solution.

Payback/Return on Investment of solution:

Calculate the Payback for each solution.

Schedule of solution:

Provide a proposed schedule for completion.

Implementation considerations:

Describe any special considerations.

Reason to abandon this solution:

Describe why this solution may not work (i.e. too costly, difficult to implement, takes too long, impractical, time constraints, other).

Preliminary Recommendations

This section reviews the preliminary recommendation based upon the areas impacted by this recommendation of the operation protocol.

Recommended solution:

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Recommendation justification:

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Signatures

This section is for approval signatures by the project team members, sponsors, stakeholders, and management.

Decision: **Accept:** **Reject:** **On Hold:** **Need clarification:**

Name	Title	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____