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Description automatically generated

Feasibility Study

<<Project Name>>

Improve | Innovate | Digitise

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Business Analysis (BAPL)

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**Version History**

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| --- | --- | --- | --- |
| Version | Date | Changed By | Nature of Amendment |
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|  |  |
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|  |  |

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***Template Usage Guidelines***

***The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.***

1. *The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
2. *This template is designed to capture Feasibility Study information only. Detailed functional and non-functional requirements should be captured in the BAPL Functional Requirements Specification template.*
3. *Please do not remove any section(s) from this document unless otherwise specified.*
4. *Please do not leave any section blank.*
5. *Please ensure not to describe any System Design element(s) in this document.*
6. *Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*
7. *Introduce naming conventions as required for traceability purposes.*
8. Executive Summary

*The executive summary provides an overview of the content contained in the feasibility study document. The executive summary should not say anything that has not been included in the body of the template. Many people write this section last i.e. after the rest of the template has been completed. Items that typically need to be in this summary include:*

* *A brief description of the problem or opportunity to be addressed*
* *An outline of the scope*
* *An outline of the project objectives and benefits sought*
* *Key risks and issues*
* *A summary of the time, costs and resources to complete the next stage*
* *A summary of the recommended course of action.*

1. Introduction
   1. Purpose

*Describe the purpose of this document within the context of the project.*

*i.e. The purpose of this document is to identify, explore and evaluate alternative solutions for <<Project Name>> and determine their feasibility, cost-effectiveness and profitability.*

The purpose of this document is to

* 1. Background

*Provide a description and information about why the feasibility study needs to be done. State the Business need/problem explicitly and what this study will achieve?*

*“The background of this study is to assess the feasibility to promote the products/services in Internet and increase online sales through encouraging customers to visit the website and make online bargains.”*

The background of this study is to assess the feasibility to

* 1. Feasibility Study Approach

*This is the section where information relevant to the initial analysis can be noted, such as the findings of an environmental scan (whether pertaining to technology or to what other organisations have done to support a similar business problem or opportunity), key parameters/constraints*

*A more detailed description of the feasibility study, who it was carried out by and whether it was implemented elsewhere.*

In order to assess the feasibility, the following approaches were taken:

* *Approach # 1*
* *Approach # 2*
* *Approach # 3*

1. Feasibility Study Scope
   1. In Scope

*Detail what is in scope and what opportunities have been pursued for this project or initiative.*

The following items are within the scope of this study:

* *Inclusion # 1*
* *Inclusion # 2*
* *Inclusion # 3*
  1. Out of Scope

*Detail what is not in scope and what opportunities have been intentionally not pursued for this project or initiative.*

The following items are not within the scope of this study:

* *Exclusion # 1*
* *Exclusion # 2*
* *Exclusion # 3*

1. Assumptions

*Clearly detail all assumptions in relation to this feasibility study.*

*For example – It is assumed that ABC will continue to be the external provider of service XYZ.*

The following assumptions were made in compiling this report:

* *Assumption # 1*
* *Assumption # 2*
* *Assumption # 3*

1. Key Business Issues

*List any risks / issues that have been identified and are being actively managed. Include high-level risks and issues rather than smaller day-to-day ones.*

Below are the key business risks/issues that have been identified:

* *Risk / Issue # 1*
* *Risk / Issue # 2*
* *Risk / Issue # 3*

1. Opportunities

*List down the opportunities that were identified during the discussion with stakeholders or research that was done as part of this feasibility study*

The following opportunities were identified

* *Opportunity #1*
* *Opportunity #2*
* *Opportunity #3*

1. Benefits

*Briefly state the expected end state benefits/outcomes that the Business wants to achieve through the proposed solution. Please ensure that the benefits mentioned in this section are a mix of both high level benefits and low level benefits. The benefits can include both qualitative and quantitative items.*

*As a rule of thumb, the anticipated benefits must be linked with the stated Business Goal/Objective.*

Following are the benefits of the proposed solution:

* *Benefit #1*
* *Benefit #2*
* *Benefit #3*

1. Constraints

There are a number of constraints affecting the introduction of the proposed solution(s). This section discusses the various constraints

* 1. Environmental

The following Environmental constraints have been identified:

Table 1 – ENVIRONMENTAL constraints

| **Constraint Name** | **Description** | **Constraint Handler** |
| --- | --- | --- |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

* 1. Cultural

The following Cultural constraints have been identified:

Table 2 – Cultural constraints

| **Constraint Name** | **Description** | **Constraint Handler** |
| --- | --- | --- |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

* 1. Industry

The following Industry constraints have been identified:

Table 3 – industry constraints

| **Constraint Name** | **Description** | **Constraint Handler** |
| --- | --- | --- |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

* 1. Geographic

The following Geographic constraints have been identified:

Table 4 – geographic constraints

| **Constraint Name** | **Description** | **Constraint Handler** |
| --- | --- | --- |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

* 1. Technology

The following Technology constraints have been identified:

Table 5 – technology constraints

|  |  |  |
| --- | --- | --- |
| **Constraint Name** | **Description** | **Constraint Handler** |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

* 1. Policy / Legislation / Standards and Principles

The following Policy / Legislation / Standards and Principles constraints have been identified:

Table 6 – policy / legislation / standards & principles constraints

| **Constraint Name** | **Description** | **Constraint Handler** |
| --- | --- | --- |
| *List the constraint name* | *Add a brief description of the constraint* | *Mention the required action; e.g. Abide with the constraint, provide solution, work around etc.* |
|  |  |  |
|  |  |  |

1. Business Process and Requirements

This section presents the business context, business process and business requirements that the solution needs to address.

* 1. Business Context

The following diagram provides a context for *Describe the business problem or opportunity <<Business Function and System Context Diagram >>*

*Insert a diagram showing either hierarchy with process groups, hierarchy with value streams or business function and system interactions*

Figure 1 - *<<business function/system context>>* Diagram

* 1. High-level Business Process

The high-level process diagram and associated process descriptions are based on *<<the discussions with stakeholders interviewed.>>*

* + 1. Process Diagram

This high-level process diagram maps the *<<Process Group Name or Value Stream Name>>*

*Insert the process group or value stream diagram showing L3 processes*

Figure 2 - *<<process group/value stream>>* Diagram

* + 1. Process Description

*Provide a brief overview of the process, including why it is done*

* + 1. Process Task 1 Description

*Provide a brief description of each Process Task outlined in the process group diagram at 9.2.1*

* + 1. Process Task 2 Description

*Provide a brief description of each Process Task outlined in the process group diagram at 9.2.1*

**<<Repeat until each Process Task has been described.>>**

* 1. Business Requirements

*Provide the high-level draft business requirements. These may already be included in a Business Requirements Document previously drafted.*

1. Investigation of Existing Tools

*List investigation of existing tools and the methods used for investigating those tools.*

This section summarises the results of the investigation performed on the existing tools that are available. The investigation was time-boxed to fit within the timeframes of the feasibility study.

*Some examples are:*

* *Internet research on tools available in the market*
* *Access to trial copies of software*
* *Vendor demonstrations*
* *Discussions with Stakeholders on available tools*

1. Investigation of existing organizational design

*List investigation of existing organizational design and include the analysis of the organizational hierarchy, roles & responsibilities and processes that exists within the organization that would be useful for this study.*

This section summarises the results of the investigation done on the current organizational design specific to the scope of the feasibility study. The investigation was time-boxed to fit within the timeframes of the feasibility study.

1. Investigation into current metrics

*List metrics that would be useful for this feasibility study and also state the methods used to obtain these metrics.*

*Some examples are:*

* *Data analytics to measure net traffic in a web page*
* *Dashboard analysis to get the revenue details*

This section summarises the results of the investigation into the current organizational/departmental metrics covering key performance indicators, leading and lagging indicators, volumetrics, time and motion analysis etc. The investigation was time-boxed to fit within the timeframes of the feasibility study. The methods used to investigate these metrices were:

* *Metrics #1*
* *Metrics #2*
* *Metrics #3*

1. Solution Options
   1. Overview

This section presents several options for consideration. The options presented are:

* *Solution #1*
* *Solution #2*
* *Solution #3*

For each option presented there is a description, and list of features.

* 1. Option 1
     1. Description

*Provide a description of the proposed solution.*

* + 1. Solution Diagram

Figure 3 - Option 1

* + 1. Solution Features

*List solution features. Keep features succinct.*

* 1. Option 2
     1. Description

*Provide a description of the proposed solution.*

* + 1. Solution Diagram

Figure 4 - Option 2

* + 1. Solution Features

*List solution features. Keep features succinct.*

* 1. Option 3
     1. Description

*Provide a description of the proposed solution.*

* + 1. Solution Diagram

Figure 5 - Option 3

* + 1. Solution Features

*List solution features. Keep features succinct.*

1. Financial Analysis

Below is a summary of the indicative costs, revenue options and potential financial benefits for each of the options discussed above.

NB - A detailed business case is required to provide a more accurate financial picture.

* 1. Indicative Cost

The information in the following table is meant to provide an indicative estimate. These figures are based on *<<metric method>>*

Table 1 - Solution Option Indicative Costs

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Option 1 | Option 2 | Option 3 |
| **Functionality** |  |  |  |
| *<<List each piece of functionality here>>* |  |  |  |
| *<<List each piece of functionality here>>* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Solution statistics and sizing** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Project Team** |  |  |  |
| Project Manager |  |  |  |
| Project Administration |  |  |  |
| Business Analyst |  |  |  |
| Architect |  |  |  |
| Developer |  |  |  |
| Tester |  |  |  |
| Indicative Total Costs | $ | $ | $ |

* 1. Revenue Options

There are a number of options that could be pursued to help recoup the cost of developing a solution. These revenue options include:

* *Option #1*
* *Option #2*
  1. Financial Benefit

This section highlights the financial benefits of implementing one of the proposed solutions

* + 1. Assumptions

*This section should provide the assumptions on which the illustrated financial projections are based.*

*Example:*

* *In store sales projections remain unchanged*
* *All milestones are performed in accordance with the schedule*
* *All transactions are closed yearly with no carry-over to subsequent years*

The assumptions for these projections are as follows:

* *Assumption #1*
* *Assumption #2*
  + 1. Financial Projection

*This section provides a description of the financial projections the new initiative is expected to yield versus additional costs. Financial projections are one key aspect of new project selection criteria. There are many ways to present these projections. Net present value (NPV), cost-benefit calculations, and balance sheets are just a few examples of how financial projections may be illustrated.*

*Example:*

*The financial projections for the addition of an online sales platform for ABC are highlighted in the table below. These figures account for projected online sales, additional staffing requirements, shipping, material, and insurance costs, contract support for IT and training needs, and web server and hosting costs.*

****

1. Recommendations

*This section should summarize the findings of the feasibility study and explain why this course of action is or is not recommended. This section may include a description of pros and cons for the initiative being considered. This section should be brief since most of the details is included elsewhere in the document. Additionally, it should capture the likelihood of success for the business idea being studied.*

The following recommendations are based on the information disclosed in the preceding sections of this report.

* 1. Recommendation 1 –
  2. Recommendation 2 –
  3. Recommendation 3 –
  4. Recommendation 4 –
  5. Recommendation 5 –

Appendix A – Document Version History

The table below shows the history of changes to this document.

Table 2 - Document Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author(s) | Description of Changes |
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|  |  |  |  |

Appendix B – Feasibility Study Method

The following diagram is a graphical representation of the method used to produce this report.

Figure 6 - Feasibility Study Method

Appendix C – Software Solutions investigated

The table below lists the software solutions investigated during the feasibility study.

Table 3 - Software Solutions Investigated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Id | Name | Company / Organisation | Reference | Category | Description / Features |
| 1 |  |  |  |  | Description:  Features: |
| 2 |  |  |  |  | Description:  Features: |
|  |  |  |  |  |  |

Appendix D – People Consulted

The following table is a list of the people consulted and interviewed during the Feasibility Study.

Table 4 - People Consulted

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position / Title | Department / Company | Contribution / Reason for Contact | Contact Dates | References | Other People recommended |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Appendix E – Business Requirements

The requirements listed below are based on the discussions with the various stakeholders and key participants during the study.

Table 5 - Business Requirements

|  |  |
| --- | --- |
| Id | Requirement |
|  |  |
|  |  |
|  |  |

Appendix G – Acronyms and Glossary

The following Acronyms are used throughout this report.

Table 6 - Acronyms

|  |  |
| --- | --- |
| Acronym | Meaning |
|  |  |
|  |  |
|  |  |

The following terminology is used throughout this report.

Table 7 - Glossary

|  |  |  |
| --- | --- | --- |
| Term | Description | Source |
|  |  |  |
|  |  |  |
|  |  |  |

Appendix H – References

The following reference material was used in compiling this feasibility study.

Table 8 - References

|  |  |  |
| --- | --- | --- |
| Id | Description | Reference |
|  |  |  |
|  |  |  |
|  |  |  |