

Feasibility Study Report Outline

1.0 EXECUTIVE PROJECT APPROVAL TRANSMITTAL

- 1.1 DEPARTMENT NAME
- 1.2 PROJECT TITLE
- 1.3 PROJECT ACRONYM
- 1.4 DEPARTMENTAL PRIORITY
- 1.5 AGENCY PRIORITY
- 1.6 APPROVAL SIGNATURES

2.0 IT PROJECT SUMMARY PACKAGE

- 2.1 SECTION A: EXECUTIVE SUMMARY
- 2.2 SECTION B: PROJECT CONTACTS
- 2.3 SECTION C: PROJECT RELEVANCE TO STATE AND/OR DEPARTMENTAL PLANS
- 2.4 SECTION D: PROJECT SCHEDULE
- 2.5 SECTION E: BUDGET INFORMATION
- 2.6 SECTION F: VENDOR PROJECT BUDGET
- 2.7 SECTION G: RISK ASSESSMENT INFORMATION
- 2.8 SECTION H: PROJECT PROFILE

3.0 BUSINESS CASE

- 3.1 BUSINESS PROGRAM BACKGROUND
- 3.2 BUSINESS PROBLEM OR OPPORTUNITY
- 3.3 BUSINESS OBJECTIVES
- 3.4 BUSINESS FUNCTIONAL REQUIREMENTS

4.0 BASELINE ANALYSIS

- 4.1 CURRENT METHOD
- 4.2 TECHNICAL ENVIRONMENT
 - 4.2.1 EXISTING INFRASTRUCTURE

5.0 PROPOSED SOLUTION

- 5.1 SOLUTION DESCRIPTION
- 5.2 RATIONALE FOR SELECTION
- 5.3 OTHER ALTERNATIVES CONSIDERED
 - 5.3.1 DESCRIBING ALTERNATIVES

6.0 PROJECT MANAGEMENT PLAN

- 6.1 PROJECT MANAGER QUALIFICATIONS
- 6.2 PROJECT MANAGEMENT METHODOLOGY
- 6.3 PROJECT ORGANIZATION
- 6.4 PROJECT PRIORITIES
- 6.5 PROJECT PLAN
 - 6.5.1 PROJECT SCOPE
 - 6.5.2 PROJECT ASSUMPTIONS
 - 6.5.3 PROJECT PHASING
 - 6.5.4 ROLES AND RESPONSIBILITIES
 - 6.5.5 PROJECT MANAGEMENT SCHEDULE
- 6.6 PROJECT MONITORING
- 6.7 PROJECT QUALITY
- 6.8 CHANGE MANAGEMENT
- 6.9 AUTHORIZATION REQUIRED

7.0 RISK MANAGEMENT PLAN

- 7.1 RISK MANAGEMENT APPROACH
- 7.2 COMPLETED DOIT RAM REPORT
- 7.3 RISK MANAGEMENT WORKSHEET
 - 7.3.1 ASSESSMENT
 - 7.3.2 RISK RESPONSE
 - 7.3.3 RISK TRACKING AND CONTROL
 - 7.3.4 RISK RESERVES

8.0 ECONOMIC ANALYSIS WORKSHEETS (EAWs)

- 8.1 EXISTING SYSTEM COST WORKSHEET
- 8.2 ALTERNATIVE SYSTEM COST WORKSHEET
- 8.3 ECONOMIC ANALYSIS SUMMARY WORKSHEET
- 8.4 PROJECT FUNDING PLAN WORKSHEET