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Feasibility Assessment Template

<< Project Name >>

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# **Purpose of this document**

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|  | * To describe in outline one or more solutions most likely to meet the business drivers and project objectives * Note: Where more than one solution is being considered, possibly with differing business cases, it may be necessary to repeat sections of this template in order to present the information for each option * To provide an outline of the Business Case for the project, including: * the business vision associated with the successful outcome of the project * outline benefits to be delivered (ideally quantified with a wide margin of error) * a justifiable budget for the project (ideally quantified with a wide margin of error) * critical success factors for the project * known assumptions, dependencies and constraints associated with the project * To define the expected life of the solution and hence the requirements for maintainability   Note: This document is intended as an executive summary of a number of the products listed below, as they exist and the end of the Feasibility phase. Under some circumstances, particularly for smaller projects or in organisations comfortable with very light documentation, the products marked with a \* may not be created as separate documents and this summary may be all that is needed. This may be true for the output of the Feasibility phase and/or for the project overall.   * Business Case\* * Prioritised Requirements List * Solution Architecture Definition\* * Development Approach Definition\* * Management Approach Definition\* * Delivery Plan |

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|  | **Project Role** | **Name** | **Signature & Date** |
| **Produced by:** | Project Manager |  |  |
| **Approved by:** | Business Sponsor |  |  |

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# Outline Business Case

## The Business Vision

The Vision Statement – no more than a paragraph copied from the Business Case document where it exists.

## Key Assumptions, Risks and Dependencies

State any **key** assumptions risks or dependencies that are likely to influence the decision on whether/when to proceed with the project, at least in terms of entering the Foundations phase. If sensible, create a risk log for these and more detailed risks that will need managing if the project proceeds.

## Project Costs

Provide an estimate of cost for the project (expressed as a range) based on implementing the chosen solution. Remember the estimates here are needed only to justify and prioritise further investigation during the Foundations phase where estimates will be explored in more detail. Approval for the project and confirmation of the budget should come at the end of Foundations and not at this point in the lifecycle.

## Business Benefits

Provide a statement of the business benefit gained through achieving the vision. If possible, quantify this benefit in a range for comparison with the project costs in order to justify the project.

# Outline Solution Architecture

## Proposed Solution Outline.

Briefly describe the proposed solution, using annotated diagrams wherever possible. Ensure that sufficient information is provided to justify the decision to proceed to Foundations, including business processes affected.

## Proposed Architecture (Hardware and Software)

For projects involving systems and other technical elements describe them, by use of a simple diagram,

E.g. for I.T. systems in terms of technical platforms, network connections etc.

By annotation of the diagram describe the technical architecture at a very high level:-

Name existing systems for which there will be interfaces,

Describe the expected deployment of the application software across the hardware platforms and infrastructure,

Identify new/bespoke build software, database software, middleware etc that will be used.

If there is any indication that the solution might go against your organisation’s current technical strategy, this must be justified at this point as it will ultimately affect the overall feasibility of the project, particularly in terms of ongoing support and maintenance costs

## Technical Constraints (including maintainability objectives)

Identify any technical constraints or considerations such as disaster recovery, security, performance, capacity etc. These will be considered in more detail during the Foundations phase

Identify constraints related to ongoing support of the system. Consider feasibility of the support required in terms of logistics and cost. Either may affect the feasibility of the project. Any constraints identified will be further evaluated during the Foundations phase

# Management Approach

Describe the proposed approach to the project at a high-level, including any major tailoring of the AgilePM lifecycle. Focus on Incremental delivery, iterative development and collaboration. If the project is part of a larger initiative such as a programme, consider how aspects of its management are affected by the wider picture. Again, detail about the approach will emerge and be refined throughout the Foundations phase

## Project Organisation

Describe the structure of the project and solution development teams, and any key people required to fill these roles.

## Project Controls and Governance

Explain how the project will demonstrate control, including progress reporting, risk management and reviews.

## Delivery Plan

Provide a summary of the Delivery Plan, showing a schedule of Increments with high-level goals for each Increment. Keep things at a very high level at this point and make it clear that nothing in the plan constitutes a commitment this early in the project. More robust plans will emerge during Foundations with associated commitment being made in the Foundations Summary