Click here and type Project Name

Feasibility Assessment

# Purpose of this document

* To describe the business vision for the successful outcome of the project
* To outline quantified benefits to be delivered along with a justifiable budget for the project.
* To outline the critical success factors for the project in terms of: - Timescale, Cost and Scope of deliverables.
* To give a preliminary indication of any areas within the scope which may be desirable but not essential.
* To state any known assumptions and constraints associated with the project.
* Where appropriate, to describe the strategic fit of the recommended solution with applicable corporate / business strategies and standards, stating any concessions/assumptions made.
* To identify which business processes and/or systems (whether automated or not) might be impacted by the new solution and which might need to change in order to accommodate it.
* To identify any interfaces to associated business process or information systems.
* To formally assess the risk related to the project and realisation of benefits.
* To describe in outline one or more solutions most likely to meet the business drivers and project objectives.
* To indicate what other apparently less promising options have been, or could be considered.
* To define the major products to be delivered by the project.
* To indicate whether the solution will be subject to regulatory and/or legal compliance.
* To define the expected life of the solution and hence the requirements for maintainability.
* To identify any technical standards and constraints that are likely to impact on the project.

# Workflow

|  |
| --- |
| Produced by: |
|  |
| Reviewed by: |
|  |
| Approved / Accepted by: |
| [Name] | date | BS | [Name]  | date | PM |
| [Name]  | date | BV | [Name]  | date | BA |
| [Name] | date |  | [Name]  | date |  |

|  |  |
| --- | --- |
| Revision History |  |
| **Version** | **Date** | **Author(s)** | **Description** | **Status** |
| 1.0 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Table of Contents

1 Purpose of this document 1

2 Workflow 2

3 Revision History 2

4 Table of Contents 3

5 Outline Business Case 4

5.1 The Business Vision for Success 4

5.2 Scope of, and Success Criteria for the Project 4

5.3 Key Assumptions, Risks and Dependencies 4

5.4 Alternatives that were Considered and Rejected 4

5.5 Major Products to be delivered by the Project 5

5.6 Project Costs 5

5.7 Business Benefits 5

6 Outline Solution Foundations 6

6.1 The Proposed Solution - in Outline 6

6.2 Proposed Architecture (Hardware and Software) 6

6.3 Technical Constraints (including maintainability objectives) 6

7 Outline Management Foundations 7

7.1 Delivery Plan 7

7.2 Project Approach Definition 7

# Outline Business Case

## The Business Vision for Success

*Construct a few paragraphs describing the business, as it will be after the project has completed.*

* *Describe the bigger picture.*
* *Describe how that picture differs from the current reality.*
* *Describe how this project will contribute to the required change.*
* *Name any other projects, either planned or in progress, that form part of the vision or may have an impact on vision.*

***DO NOT state requirements for the proposed solution here - focus on the big picture.***

## Scope of, and Success Criteria for the Project

*Prioritise a maximum of 6 high-level bullet points to describe the success criteria for the project (i.e. the criteria that either Must or Should be met if the project is to be considered a success).*

*Focus on capabilities of the proposed solution and not on requirements.*

* *e.g. state “we need a solution to help simplify and automate the process of making alterations to pension policies” do not state a long list of requirements such as “on entry of a customer surname and postcode the system must display the full contact details for that customer along with a list of all pension products currently in force”.*

***Note****:*

*If you need more than 6 bullets you are almost certainly defining capabilities in too much detail at this point in the lifecycle. Requirements will become increasingly clear and precise later, such detail is neither required nor relevant now.*

*Where necessary to provide clarity, add further bullet points to state clearly what is outside the scope of the proposed project*

## Key Assumptions, Risks and Dependencies

*State any known assumptions risks and dependencies that may impact on the success of the project or the delivery of the benefits.*

*Identify any other projects that have dependency on this project. Consider any other projects currently planned or in progress on which this project depends and, if appropriate identify any projects that are, or will be dependent on this one.*

***Note****:*

*Focus here on high-level risks that are likely to influence the decision on whether/when to proceed into the* ***Foundations*** *phase. If sensible, create a* ***Risk Log*** *for these and more detailed risks that will need managing if the project proceeds.*

## Alternatives that were Considered and Rejected

*Where appropriate, in no more than 2 sentences for each, describe the options considered and the reasons for their rejection.*

## Major Products to be delivered by the Project

*List the major deliverables for the project.*

*Identify not only the components of the proposed solution such as software but also any supporting documentation and models as well as essential management and quality products.*

## Project Costs

*Provide an estimate of cost for the project based on implementing the chosen solution. This should be based on the estimates of effort explored in the* ***Outline Plan****.*

***Remember****:*

*Your estimates should be provided in value ranges that represent best case and worst-case scenarios. Where a single figure estimate is demanded select a value from the range based on your confidence of coming in within cost which in turn should be based on the consideration of any risks that you are aware of (e.g. inexperienced resources, “fluid” business requirements etc.).*

*If the high value represents the figure you are 95% confident in coming within and the low value represents the figure you are 5% confident of coming within it is recommended that you choose a figure that you are 80% confident of coming within based on the likelihood and impact of the risk you are considering.*

***Note****:*

*Reluctance to provide costs with so little effort given over to understanding the requirements is inevitable. 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.*

*As approval of the project will usually be based on an analysis of cost and benefit, it is important to quantify benefits where possible but be sure to also state qualitative benefits where appropriate.*

*Where appropriate provide a very high level plan to show how accruing benefits will be delivered.*

*Your estimates should be provided in value ranges that represent best case and worst-case scenarios. Where a single figure estimate is demanded select a value from the range based on your confidence of achieving that benefit.*

***Note****:*

*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.*

# Outline Solution Foundations

***Note:***

*After final approval of the* ***Feasibility Assessment****, this section will evolve into the* ***Solution Foundations*** *of the* ***Foundations*** *phase.*

## The Proposed Solution - in Outline

*Briefly, and by use of annotated diagrams wherever possible:*

* *Describe any business processes to be automated.*
* *Identify all interfaces any systems proposed will have with any manual processes or other systems.*
* *Highlight any possible changes to existing business processes that will be required by implementing the proposed solution.*
* *State the proposed life expectancy of the solution (is it a tactical or a strategic development?).*

## Proposed Architecture (Hardware and Software)

*For project involving systems elements describe, by use of a simple diagram, the system in terms of technical platforms, network connections etc.*

*By annotation of the diagram describe the software architecture:*

* *Name existing systems for which there will be interfaces.*
* *Describe the expected deployment of the application software across the hardware platforms and infrastructure.*
* *Identify 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)

*State any known technical constraints or considerations such as disaster recovery, security, performance, capacity etc.*

*State any anticipated 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.*

# Outline Management Foundations

***Note:***

*After final approval of the* ***Feasibility Assessment****, the information in this section will evolve into the management* ***Foundations*** *of the* ***Foundations*** *phase.*

## Delivery Plan

*Define an outline plan of deliverables stages.*

## Project Approach Definition

*Only exceptions to the standard practices should be documented.*