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