FEASIBILITY STUDY BASIC POLICY 4921

(Reviewed 03/11)

A feasibility study must be conducted prior to the encumbrance or expenditure of funds on any information technology project. For most projects, the feasibility study must be conducted in conformance with SAM Sections 4922 through 4927. The only exception to this requirement is the acquisition of desktop and mobile computing commodities under the Desktop and Mobile Computing Policy. (See SAM Section 4989.) In addition, a Feasibility Study Report (FSR), which documents the feasibility study, must be approved prior to the encumbrance or expenditure of funds, including the use of staff resources, on any information technology project beyond the feasibility study stage. For most projects, the FSR must be prepared in accordance with SAM Section 4928. For projects that have been delegated to the agency director and whose costs fall below a specified level, the feasibility study may be documented by means of a Project Summary Package. See SAM Section 4930 and SIMM Section 20.

The FSR must be reviewed and approved in accordance with the general requirements of SAM Sections 4819.3-4819.42 (State Information Management Authority and Responsibility), as well as the specific requirements of Sections 4926-4930.1. See SIMM Section 20 for FSR Preparation Instructions.