

**SAM – INFORMATION TECHNOLOGY  
(California Technology Agency)**

**FEASIBILITY STUDY REPORT**  
(Revised 03/11)

**4928**

The FSR must provide an accurate summary of the results of the feasibility study. As with the study itself, the scope of the FSR must be commensurate with the scope and complexity of the problem or opportunity being addressed. Enough technical detail must be included in the FSR to show that the proposed response to the problem or opportunity is workable and realistic. The FSR must provide a basis for understanding and agreement among project management, executive management and program management, as well as satisfy the information requirements of state-level control agencies.

The FSR must be submitted to the Technology Agency, and to the Office of the Legislative Analyst. In addition, the FSR must be submitted to the Department of General Services when the contract exceeds the agency's delegated purchasing authority threshold. FSRs must be submitted in a format specified by the Technology Agency and signed by the agency director or his/her designee. The Technology Agency publishes detailed instructions and guidelines for agencies' use in preparing FSRs. A copy of the instructions, guidelines, and required forms is available in SIMM Section 20. The instructions and guidelines specify the MINIMUM amount of information necessary for the Technology Agency's approval of the FSR.

The FSR must provide a complete summary of the results of the feasibility study and establish the business case for investment of state resources in a project by setting out the reasons for undertaking the project and analyzing its costs and benefits. Documentation provided by the agency must contain at least the following information:

1. A description of the business problem or opportunity the project is intended to address.
2. The project objectives; i.e., the significant results that must be achieved for an alternative to be an effective response to the problem or opportunity being addressed.
3. A thorough description of the selected alternative, including the hardware, software and personnel that will be used.

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4. A discussion and economic analysis of each of the alternatives considered in the feasibility study that meets the established objectives and functional requirements, and the reasons for rejecting the alternatives that were not selected.
5. A complete description of the information technology capabilities and the conditions that must exist in order to satisfy each defined objective.
6. An economic analysis of the life cycle costs and benefits of the project and the costs and benefits of the current method of operation during the life cycle of the project.
7. The source of funding for the project.
8. A detailed project schedule showing key milestones during the project's life.

A Project Summary Package (SAM Section 4930) must be prepared and included in the FSR.

The agency must maintain sufficient documentation of each study to ensure that project participants, agency management, and control agency personnel can resolve any questions about the intent, justification, nature, and scope of the project.