FEASIBILITY STUDY PROCESS 4927

(Reviewed 03/11)

Each agency must follow a systematic, analytical process for evaluating and documenting the feasibility of information technology projects, as defined in SAM Section 4819.2. This process must include:

1. Developing an understanding of a problem (or opportunity) in terms of its effect on the agency's mission and programs;
2. Developing an understanding of the organizational, managerial, and technical environment within which a response to the problem or opportunity will be implemented;
3. Establishing programmatic and administrative objectives against which possible responses will be evaluated;
4. Preparing concise functional requirements of an acceptable response;
5. Identifying and evaluating possible alternative responses with respect to the established objectives;
6. Preparing an economic analysis for each alternative that meets the established objectives and functional requirements;
7. Selecting the alternative that is the best response to the problem or opportunity;
8. Preparing a management plan for implementation of the proposed response; and
9. Documenting the results of the study in the form of a Feasibility Study Report (FSR), as specified in SAM Section 4928.