



## Conducting a Feasibility Study



**Description:** **Conducting a Feasibility Study** introduces processes for conducting an efficient and effective feasibility study for information technology projects within the State of California. Feasibility studies answer three questions:

- What is this project all about?
- Should we do this project?
- How should we go about this project?

During this module, participants will learn how ideas and problem solutions become projects for change. The module concentrates on business process problem analysis as a key tool for identifying alternative solutions. Participants spend their time working on case studies to experience and understand the processes associated with developing a Feasibility Study Report. The module opens with an overview of the FSR processes used within the State of California. When participants leave the module they will have created the primary components of a Feasibility Study Report in compliance with the State Information Management Manual policies and guidelines.

**Duration:** 3 days

**Learning Objectives:**

- Understand the purpose and benefits provided by the Feasibility Study
- Describe the required contents of a Feasibility Study Report within State government
- Understand the requirements for receiving approval for the Feasibility Study Report by reviewing agencies
- Describe when and under what conditions a formal Feasibility Study is required
- Describe how information technology forms a foundation for improving the efficiency and effectiveness of the organization's business processes, identifying the necessary support data and processes, and identifying the appropriate technology
- Experience the execution of the processes necessary to conduct the Feasibility Study
- Describe techniques for identifying problems in the current business processes and gaining consensus among stakeholders
- Define the criteria of an acceptable solution
- Identify and analyze alternatives to solve the business problems or take advantage of opportunities
- Identify key elements of a cost/benefit analysis required for all alternatives that meet the solution criteria
- Recommend the best alternative
- Prepare an implementation plan
- Prepare a Feasibility Study Report that meets the requirements outlined in the Statewide Information Management Manual
- Understand the purpose and relationship of the PIER process to the Feasibility Study

*Knowledge Structures, Inc.*

Tel•916.488.6075 Fax•916.483.1486 Internet•www.ksinc.com

**PMBOK® Guide** Participants are eligible for 21 PDUs.  
**Areas Covered:** Project Integration Management  
Project Scope Management  
*PMBOK® Guide* is a registered mark of Project Management Institute, Inc.

- Topics Covered:**
- Course Objectives**
- Purpose of the Feasibility Study
  - CA-PMM and External Control Agency Approvals
  - Requirements for Delegated Approval Authority
  - Feasibility Study Skill Sets
  - FSR Roles and Responsibilities
- 1. Executive Project Approval Transmittal**
  - 2. IT Project Summary Package**
  - 3. Business Case**
    - 3.1 Business Program Background
    - 3.2 Business Problem or Opportunity
    - 3.3 Business Objectives
    - 3.4 Business Functional Requirements
  - 4. Baseline Analysis**
    - 4.1 Current Method
    - 4.2 Technical Environment
      - 4.2.1 Existing Infrastructure
  - 5. Proposed Solution**
    - 5.1 Solution Description
    - 5.2 Rationale for Selection
    - 5.3 Other Alternatives Considered
      - 5.3.1 Describing Alternatives
  - 6. Project Management Plan**
    - 6.1 Project Manager Qualifications
    - 6.2 California Project Management Methodology
    - 6.3 Project Organization
    - 6.4 Project Priorities
    - 6.5 Project Plan
    - 6.6 Project Monitoring and Oversight
    - 6.7 Project Quality
    - 6.8 Change Management
    - 6.9 Authorization Required
  - 7. Risk Management Plan**
    - 7.1 Risk Register
  - 8. Economic Analysis Worksheets**
- Evaluate the Results**
- Executive Project Status Reports
  - Independent Project Oversight Reports
  - Special Project Reports
  - Post Implementation Evaluation Review (PIER)