



Feasibility Report

A feasibility report is written to report the methods and findings of a feasibility study. A feasibility study is done to determine if an existing program is efficient; in addition, a feasibility study can be done to examine a potential program. Usually, the study's ultimate goal is to determine the success of a project based upon two important criteria: the cost of the project and the future value of the project.

Most feasibility reports are done collaboratively with various participants providing the research for their various interests or skills. The information is then brought together, and one person will work on the organization of the report. Each member of the team should have written a small report on his or her specific task so that the person writing the report will only need to compile the information in an organized manner, provide transitions between each section, and, after the report is written, organize the front and back matter.

Once the report is written, it is the responsibility of the entire group to revise and edit the draft.

1. Steps:

- A. Analyze the needs of your audience.
- B. Examine the context and purpose of the study.
- C. Organize the information into content sections.
- D. Determine the order of the information.

2. Organization: (Refer to the Formal Report resource.)

- A. Front Matter—executive summary, title page, table of contents, abstract, preface, brief and summary.
- B. Body—introduction, body, conclusion, and recommendations.
- C. Back Matter—appendices, glossary, index, and bibliography.