

# Feasibility Report (All Courses)

Pacing: 5 Weeks

Percentage Weight of Final Grade: 35-40%

This unit asks students to write a feasibility report focused on one, local, real-world problem. Students with research a problem and write a feasibility report that describes the problem and describes possible solutions, then present their reports to the class. Students work collaboratively on the report. The project requires significant research and the creation of a formal report.

How problems are selected is left to instructor discretion(See **Topic Selection**). The project encompasses the written formal report (see **Report**), a presentation (see **Presentation**), and successful collaborative work (see **Collaboration**).

## Learning Objectives

### Report

- Understand and apply the conventions of a report
- Address a specific problem and develop realistic potential solutions to that problem
- Integrate evidence gathered from research to support an argument
- Use data visualizations to integrate data in support of an argument
- Apply the stylistic conventions of professional writing to craft an effective argument
- Apply principles of document design to create a visually appealing document designed for readability

### Presentation

- Use visual design principles to develop appealing and appropriate slides
- Practice effective presentation skills

### Collaboration

- Work as a team to collaboratively produce a successful formal report

## Topic Selection

Topics for the report project should come out of the Research Summary. How these problems are selected from the topics presented in the Research Summary is up to you, as the instructor. You may wish to pick one for the whole class, or pick several for the class to choose from, or you may wish to have the students select the issues. However you select topics, students will need to do additional research, as the research component of the unit is significant.

The problems students will examine should be real issues on campus, in the workplace, or in the community. The only stipulation to the topic is that the subject should be related to the students' major or discipline. The goal is to transfer student knowledge and apply it to a situation occurring in the real world.

## Feasibility Report Project

In completing the Feasibility Report assignment, students will select or be given a real, local problem (see **Topic Selection**) and complete the following activities:

- Research the problem, to include background, context, statistical data, and qualitative data (i.e., interviews, etc.), as appropriate
- Develop explicit decision criteria (at least three) used to assess the feasibility of potential solutions
  - For more information about decision criteria: [Choose the Right Decision Criteria](#)
- Generate solutions (at least three) that significantly improve, if not fix the problem
- Write a feasibility report presenting their work that synthesizes their research with their decision criteria to prove why all solutions are feasible, and also discusses the strengths and weaknesses of each solution.

The report should include data visualizations, like graphs and charts, to establish the scope of the problem and/or potential impacts of solutions. Instructors may specify the number of visualizations required, or the inclusion of visuals may be left to students.

## Assignment

Working in teams, students will write a formal feasibility report about a specific, real issue on campus, in the workplace, or in the local community. The report will analyze the issue, present at least three possible actions/solutions that address the situation, and assess the feasibility of each solution using decision criteria relevant to the problem and supported by research. Research is essential to both the analysis of the situation and as support that the students' decision criteria are applicable and that their solutions are feasible. Additionally, solutions must be realistic.

Feasibility reports are used to assess whether an idea or plan is practical. The feasibility report presents possible solutions and assesses their feasibility. It does not select a solution and recommend or propose its implementation. Feasibility reports answer questions such as:

- What is the problem and what are the best approaches for solving it?
- Is a particular course of action likely to succeed?
- Do the benefits outweigh the risks?
- What are the pros and cons?
- What are the alternative courses of action?
- Should anything be done at all?
- Is the timing right for action?

The answers to these must be based on research.

## Presentation

A persuasive presentation is key to making a successful recommendation that would result in action. Presentations can be given in the final week of the semester. Student teams should create

and present a final presentation that outlines their report, including a description of the problem, decision criteria, and potential solutions. The presentation format would follow the format of the written report with rhetorical choices to edit content and facilitate maximum audience impact. Slide design should be emphasized, and all team members should speak during the presentation.

## **Collaboration**

Successful collaborative writing is a major objective of the project and should be emphasized in class discussions. Students should be asked to consider their work habits and the implications of those habits when working collaboratively. Encourage students to leverage their strengths in the workflow and in assigning duties--i.e., math skills, attention to detail, writing skills, visual design skills, strong organizational skills. And also encourage students to build into their workflow ways to negotiate work habits like procrastination or perfectionism to ensure that all team members complete work on time and up to the teams specifications. The initial memo deliverable includes a Team Charter that should be developed through exercises that ask students to be both critically reflexive and honest with the team about their work habits, and to think through how the team will work together. Collaborative skills are further developed through regular Team Progress Reports. The efficacy of the team's collaborative efforts is reflected in the Individual Team Evaluations submitted at the end of the semester.

## **Feasibility Report Deliverables**

There are several components to the team project:

- Memo to the Instructor
  - Explains the team's planned course of action for the project
  - Includes Team Charter and Work Plan
- Feasibility Report
- Team Progress Reports
- Final Presentation
- Self and Team Evaluations

## **Sample Format for Feasibility Report**

### **Overview**

Abstract

Purpose of Report

Background/Analysis of Problem

List of decision criteria (with justification) used to judge the solutions' feasibility

### **Solution 1**

Description

Whether/how/how well it satisfies the decision criteria

Research proving whether or it is feasible

**Solution 2**

Description

Whether/how/how well it satisfies the decision criteria

Research proving whether or it is feasible

**Solution 3**

Description

Whether/how/how well it satisfies the decision criteria

Research proving whether or it is feasible

**Conclusion**

Is/Is not taking action to address the problem feasible?

Why/Why not

When/How (Now/later; Need this/that)

# Recommendation Report (All Courses)

Pacing: 5 Weeks

Percentage Weight of Final Grade: 35-40%

This unit asks students to write a recommendation report focused on one, local, real problem. Students will research a problem and write a recommendation report that describes the problem, identifies a possible solution, and create a formal recommendation report. Then, students will present their reports to the class. Students work collaboratively on the report. The project requires significant research and the creation of a formal report.

How problems are selected is left to instructor discretion(See **Topic Selection**). The project encompasses the written formal report (see **Report**), a presentation (see **Presentation**), and successful collaborative work (see **Collaboration**).

## Learning Objectives

### Report

- Understand and apply the conventions of a report
- Address a specific problem and recommend a realistic solution to that problem
- Integrate evidence gathered from research to support an argument
- Use data visualizations to integrate data in support of an argument
- Apply the stylistic conventions of professional writing to craft an effective argument
- Apply principles of document design to create a visually appealing document designed for readability

### Presentation

- Use visual design principles to develop appealing and appropriate slides
- Practice effective presentation skills

### Collaboration

- Work as a team to collaboratively produce a successful formal report

## Topic Selection

Topics for the report project should come out of the Research Summary. How these problems are selected from the topics presented in the Research Summary is up to you, as the instructor. You may wish to pick one for the whole class, or pick several for the class to choose from, or you may wish to have the students select the issues. How ever you select topics, students will need to do additional research, as the research component of the unit is significant.

The problems students will examine should be real issues on campus, in the workplace, or in the community. The only stipulation to the topic is that the subject should be related to the students' major or discipline. The goal is to transfer student knowledge and apply it to a situation occurring in the real world.

# Recommendation Report Project

In completing the Recommendation Report assignment, students will select or be given a real, local problem (see **Topic Selection**), describe the problem, propose a solution and prove the solution's viability, to include plans for implementation.

As with all reports, the recommendation report hinges on research. However, the research for the recommendation report works to prove to the audience that the recommended action is an achievable, workable, and appropriate solution to the problem given the practical constraints (i.e., resources, budget, time, personnel, etc.).

Recommendation reports address the following questions:

- What problem are you going to solve?
- How are you going to solve it?
- Is it practical to pursue this solution?
- What are the benefits of the solution?
- How much will the work cost?
- When and how will you complete the work?

Again, the answers to these must be based on research. Research informs both the description of the problem and the practical aspects of implementing their recommendation.

## Presentation

A persuasive presentation is key to making a successful recommendation that would result in action. Presentations can be given in the final week of the semester. Student teams should create and present a final presentation that outlines their report, including a description of the problem, description of the solution, and plans for implementation. The presentation format would follow the format of the written report with rhetorical choices to edit content and facilitate maximum audience impact. Slide design should be emphasized, and all team members should speak during the presentation.

## Collaboration

Successful collaborative writing is a major objective of the project and should be emphasized in class discussions. Students should be asked to consider their work habits and the implications of those habits when working collaboratively. Encourage students to leverage their strengths in the workflow and in assigning duties--i.e., math skills, attention to detail, writing skills, visual design skills, strong organizational skills. And also encourage students to build into their workflow ways to negotiate work habits like procrastination or perfectionism to ensure that all team members complete work on time and up to the teams specifications. The initial memo deliverable includes a Team Charter that should be developed through exercises that ask students to be both critically reflexive and honest with the team about their work habits, and to think

through how the team will work together. Collaborative skills are further developed through regular Team Progress Reports. The efficacy of the team's collaborative efforts is reflected in the Individual Team Evaluations submitted at the end of the semester.

## **Deliverables**

You will have several components to the team project:

- Memo to the Instructor
  - Explains the team's planned course of action for the project
  - Includes Work Plan and Team Charter
- Formal Recommendation Report
- Team Progress Reports
- Formal Presentation
- Self and Team Evaluations

## **Sample Format for Recommendation Report**

- **Letter of Transmittal**
- **Title Page**
- **Table of Contents**
- **Informative Abstract**
- **Introduction**
  - Context/Background Information
  - Purpose statement and top-down strategy
- **Problem/Need**
  - Explanation of problem or need
  - Causes of problem or need
- **Solution**
  - Details of the solution
  - Benefits of the solution
  - Ways in which the solution satisfies decision criteria
- **Implementation**
  - Schedule for implementing the solution (Consider including a Gantt chart)
  - Budget
  - Personnel and assigned duties of each member of the team
- **Conclusion**
  - Underscore benefits of recommendation and ask the reader to act
- **References** (if applicable)
  - Style Determined by Instructor