

Feasibility Report

For this project, you will collaboratively write a feasibility report focused on one local, real-world problem. This will require a significant amount of research that engages qualitative and quantitative data. First, you will work together to describe the problem and possible solutions. Then, you will present your findings as a team to the class. This project is designed to expose you to real world workplace practices.

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 an appealing and appropriate visual presentation
- Practice effective presentation skills

Collaboration

- Effectively work as a team to collaboratively produce a successful formal report and presentation

Topic Selection

Topics for the report need to be local, real-world problems (campus, local community). Ideally, the topic your team chooses will relate to your discipline. This makes the work of this report practical and applied. Local problems are place-based and local to where you are. They have to be current, ongoing problems, and they must be narrowed and focused enough to address within the scope of the report.

Report Process/Description

- Research the problem, including 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 each suggested solution
 - 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 that synthesizes research with decision criteria to prove why all solutions are feasible and discuss/evaluate the strengths and weaknesses of each solution.

Note: The report should include data visualizations, like graphs and charts, to establish the scope of the problem and/or potential impacts of solutions.

Assignment

Working in teams, write a formal feasibility report about your team's chosen problem. The formal feasibility report will analyze a specific, real-world issue on campus, in the workplace, or in the local community. It will 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 chosen decision criteria are applicable and that the recommended solutions are feasible and 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, though it may suggest one over the others in the conclusion based on findings in the report.

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, polished presentation is rhetorically sound, well designed, and key to proposing successful feasible solutions that can result in action. Your team's final presentation must outline the report, include a description of the problem, decision criteria, and potential solutions.

Collaboration

Successful collaboration is a critical skill in the workplace. Consider, as a team, individual work habits and the implications of these habits when working collaboratively. Leverage one another's strengths in the workflow and assignment of duties—i.e., math skills, attention to detail, writing skills, visual design skills, strong organizational skills. Create a Team Charter that maps out individual team member's skills, tasks, and responsibilities as well as deadlines for the scope of the project.

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)