FEASIBILITY STUDY REPORT

Proposed Project Name

[Name of Project Owner (KCDIO)]

RECOMMENDATIONS
(to be filled in by requestor)

The document was prepared by:

_____   DATE

[Name]
[Designation]
[KCDI]

I hereby verify that the content of the document is correct and meets the requirement of my office:

_____   DATE

Signature and Stamp
Project Director

Based on our authority and judgment,
- □ ITD Management recommends the FSR **WITHOUT AMENDMENTS** and shall be bring up to UTICTEC Meeting (FSR Meeting …………………………………………….)
- □ ITD Management recommends the FSR **WITH AMENDMENTS** and shall be bring up to UTICTEC Meeting (amendments as per tabled in the Minute Meeting FSR ……………………)
- □ The project is to be reviewed again in the next FSR Meeting No……………..
- □ The project is not recommended.

_____   DATE

Signature and Stamp
Director, ITD

DOCUMENTATION INFORMATION (to be filled in by ITPMO)	
Assigned Feasibility Study Report ID	:
FSR Meeting No	:

1.0 GENERAL INFORMATION

1.1 Purpose

[Describe the purpose of the Feasibility Study.]

1.2 Scope

[Describe the in scope and out of scope of the Feasibility Study as it relates to the proposed project.]

    1.2.1 <u>In Scope</u>
        [Detail scope of the project]

    1.2.2 <u>Out Scope</u>
        [Scope which is not covered in the proposed project]

1.3 Project Overview

Provide a brief project overview description as a point of reference for the remainder of the document. In addition, include the following:

Process Owner	:
Proposed Project Name	:
Proposed Project Abbreviation	:

1.4 Project References

Provide a list of the references that were used in preparation of this document. Examples of references are:

- *Previously developed documents relating to the project*
- *Documentation concerning related projects*
- *ITD standard procedures documents*

2.0   MANAGEMENT SUMMARY

2.1   Environment

2.1.1   Organizations Involved

[Identify the project sponsor, developer, user, and computer center or network in which the software will be implemented.]

Project Information

Process Owner	[KCDIO Name]
Project Owner	[KCDIO Name]
Project Type	[in-house, outsourced, mixed-mode, etc.]

Project Sponsor/ Director

No.	Name	K/C/D/I	Roles
1.			Project Sponsor
2.			Project Director

Functional Team Members

No.	Name	K/C/D/I	Roles
1.			Functional Project Manager
2.			Functional Team Member
3.			Functional Team Member

Proposed Technical Team Members

No.	Name	K/C/D/I	Roles
1.			Technical Project Manager
2.			Technical Team Member
3.			Technical Team Member

2.1.2   Input/output

[Describe the project input and output requirements.]

2.1.3   Processing

[Describe the project's processing requirements.]

2.1.4 Security

[Describe the project's security requirements.]

2.1.5 System Interaction

[Describe the interaction with other systems.]

2.1.6 Physical Environment

[Describe the physical environment (batch processing environment, interactive online transactions, ad hoc reports, external and local communications).]

System environment or special conditions needed	
Estimated Number of Users	:
Internet or Intranet or both Usage	:
Required storage? (require documents/files to be stored (upload feature) ?)	:
Database	:
Application Server	:
Special features? *(Please describe)*	:
Others? *(Please state)*	:

2.2 Current Functional Procedures

[Describe current functional procedures of any existing system, whether automated or manual. Specifically, document the major processing and data flow of the current system(s), volume of work currently processed, costs incurred in operating the current system, skill categories and number of staff required to operate and maintain the current system, equipment used by the existing system, and any other factors that are unique to the current system.]

2.3 Functional Objectives

[Analyze the anticipated functions of the system, considering such areas as new services, increased capacity, legislative and policy requirements, privacy and security requirements, audit controls, and target completion date.]

2.4   Assumptions and Constraints

[Determine the assumptions and constraints, such as operational life of the proposed system; period of time for comparison of system alternatives; input, output, and processing requirements; financial constraints; changing hardware, software, and operating environment; and availability of information and resources.]

2.5   Risk

[Determine the risk related to the project.]

Risk Register				
Type of Risk *delete whichever not relevant*	**Risk Description**	**Mitigation Plan**	**Risk owner**	**Risk Timeline**
Human Resource	*e.g. Maternity leave*	*e.g. Hire contract personnel*	*e.g. Functional PM*	*e.g. 3 month*
Business Process				
Financial				
Infrastructure / Applications / Database				
Legal & Regulatory / Security & Privacy				
Third Party Supplier & Outsourcing				
Others (please specify)				

2.6   Methodology

[Describe the method or strategy employed (e.g., survey, weighting, modeling, benchmarking, and simulation) to evaluate the proposed project to arrive at a feasible alternative.]

2.7   Statement of Needs (Business Case)

2.7.1   State whether the proposed automation is part of the University Strategic Initiatives or any other related initiatives within the University.

Strategic Planning Initiatives	(Please tick √)	Remarks
ATOP		
ICTSP		
Others. Please Specify (e.g. Kulliyyah's KPI)		

2.7.2   Benefits and impact to the University
[state the benefits and impact of your project to the university]

2.7.3   Please indicate the value added of the project to the University
[state the value added of the project to the University; e.g. Return On Investment, etc.]

3.0   AUTOMATION INITIATIVES

3.1   Time and Resource Costs Required

[Outline the time and resource costs, including the time and funding required for all activities of the lifecycle, from definition through operation and system retirement. It is imperative to use realistic estimates. When making the estimates, remember to include such factors as the current workload of personnel, staff absences due to vacation and illness, lead time for procurement of equipment and software, and staff training.]

3.1.1   Project Timeline
[Please consider the workload of the team members, public holidays, training, procurement process, evaluation process, delivery period, installation etc. Please attached the Gantt Chart as Appendix A: Proposed Timeline]

No.	Task Name	Proposed Date
1.	Initiation Meeting	
2.	FSR Meeting	
3.	UTICTEC Meeting	
4.	Kick-off Meeting	
5.		
6.		
7.		

8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Total Months Needed: _____

3.1.2   Project Cost

[State the estimated project cost and the value of the budget which has been secured. Please indicate the source of fund and attached the evidence that the budget has been secured as Appendix B: Source of Budget.]

Source of Budget		:	
Bil	**Items**		**Budget Allocated**
1.			
2.			
3.			
		GRAND TOTAL	**RM**

3.2   Existence of Similar Initiatives or System

[The process owner shall justify the need to establish a new system if there are existing similar system in the University]

3.3   Impacts

In the following subsections, describe the anticipated impacts of the proposed system, including potential conversion problems.

3.3.1   Equipment Impacts

[Describe new equipment requirements and changes to currently available equipment.]

3.3.2 Software Impacts

[Describe any additions or modifications to existing applications and support software in order to adapt them to the proposed system.]

3.3.3 Organizational Impacts

[Describe any organizational, personnel, and skill requirement changes.]

3.3.4 Operational Impacts

Describe the effects on operations, such as:

- *User operating procedures*
- *Operating center procedures*
- *Operating center/user relationships*
- *Source data processing*
- *Data entry procedures*
- *Data retention requirements, information storage and retrieval procedures*
- *Output reporting procedures, media, and schedules*
- *System failure contingencies and recovery procedures*

3.3.5 Developmental Impacts

Describe the developmental impacts, such as:

- *Specific activities to be performed by the user in support of development of the system*
- *Resources required to develop databases*
- *Computer processing resources required to develop and test the new system*
- *Privacy and security implications*

3.3.6 Site or Facility Impacts

[Describe building or office modification requirements.]

3.3.7 Security and Privacy Impacts

[Describe security and privacy factors that may influence the development, design, and continued operation of the proposed system.]

3.4   Rationale for Recommendations

[State the reasoning that supports the recommendation of the proposed system over the alternative systems.]