

TCO 341

Feasibility Report Assignment Summer 2012

Procedure for the Assignment

1. Before beginning this assignment, read Markel Chapter 18, focusing on the Feasibility Report, and the section of Chapter 17 on formatting informal reports.
2. Select one of the topics below, or suggest your own topic for your feasibility report.
 - a. The residence halls need new washers and dryers; choose at least 3 brand options, research and analyze them, and recommend the best one
 - b. Incoming freshmen in 2013 will be given a tablet computer; choose at least 3 brand options, research and analyze them, and recommend the best one (note this is just a dream, not a reality)
 - c. The city of Macon needs to build a new energy plant; research and examine at least three types of energy and recommend the best one for the region (coal, wind, solar, hydro, geothermal, etc)
 - d. Local police departments wish to use drones to monitor the movements of criminals; choose at least 3 brand options, research and analyze them, and recommend the best one
 - e. Suggest your own topic
3. Use the library or the Internet to discover at least three ways of solving the problem and making a recommendation.
4. Write a feasibility report proposal memo in which you propose your topic – for my approval. I may advise you to choose a different topic if you have suggested one that is not, well, feasible. **This is due Thursday, June 14.** See the example on the website.
5. Using Galileo and other online databases, find at least five credible sources – in a peer-reviewed journal, book, or other source – and cite these on the last page of your report in APA format. You can find current APA format guidelines on the Internet.

6. With your three solutions, formulate 3-4 criteria against which the solutions can be evaluated. Examples are cost, time to install, longevity, availability of materials, ease of use, etc.
7. Using the criteria, evaluate the potential solutions and make a recommendation to the person who can make the decision to implement your recommendation.

In the example regarding a new building for Mercer, you would make your recommendation to Bill Underwood, the President. If you don't know who to make the recommendation to, just make it to me.

8. Determine the audiences for your report—not only the person who can make the decision to implement the solution you are suggesting to whom you are addressing the report, but the others on whom that person might call, as well as your classmates who will be the audience for your oral report.
9. Write a 3-5 page feasibility report using the informal (memo) format, addressed to the decision maker and responding to his or her information needs, but also anticipating the needs of other members of the audience. See the example reports on the website.

Generate a rough draft of the report for peer review by Thursday, June 21.

The final draft of the report will be due on Sunday, June 24. (Submit the peer-reviewed draft and comments along with your final draft.)

10. Deliver a 3-5 minute oral report using PowerPoint via Webex to your classmates describing the problem, the alternatives, the criteria you used to evaluate them, and your recommended solution. You should have between 5-7 slides. See the example presentation on the website.

Due dates:

June 14 – Feasibility report proposal memo
June 21 – Feasibility report draft for peer review
June 24 – Feasibility report with peer reviewed draft
June 24 – Oral briefing PowerPoint presentation