Organizational Feasibility Document

1. Executive Summary

Provide a concise overview of the organizational feasibility study, outlining the purpose, scope, and key findings or recommendations.

2. Introduction

Describe the background and necessity of conducting this organizational feasibility assessment. Include the project or initiative under review, objectives, and the intended impact on the organization.

3. Organizational Structure & Resources

Detail the current organizational structure, including hierarchy, departments, and roles. Assess availability and adequacy of human, technical, and physical resources to implement the proposed initiative.

- Organizational chart
- Key personnel and expertise
- Existing facilities and technology

4. Management Team Assessment

Evaluate the strength and experience of the management team. Discuss leadership capabilities, decision-making processes, and capacity for managing proposed changes.

- Leadership experience
- Relevant skills for the project
- Commitment to organizational goals

5. Staffing Requirements

Identify additional staffing needs for the project/initiative. Include job roles, recruitment plans, required qualifications, and potential training needs.

- New hires and responsibilities
- Training and development
- Timeline for recruitment

6. Organizational Culture

Analyze the prevailing organizational culture and its alignment with the proposed project. Discuss the potential for resistance or support and strategies to foster a conducive environment.

7. Legal and Regulatory Compliance

Summarize any legal or regulatory considerations associated with implementation. Identify permits, licenses, or approvals required and the organization's capacity to meet these obligations.

8. Risk Analysis

Discuss potential organizational risks, such as skill gaps, cultural misalignments, or capacity limitations. Propose mitigation strategies for identified risks.

9. Conclusions and Recommendations

Summarize the overall organizational readiness and recommend next steps. Outline key actions required to enhance feasibility and ensure successful implementation.

Important Notes for Organizational Feasibility Documents:

- Should be tailored to the specific organization and project context.
- Focuses on internal strengths, weaknesses, and readiness to execute the plan.
- Helps identify gaps in structure or resources early.
- Supports informed decision-making before committing resources.
- Regularly updated if project or organizational conditions change.