

Feasibility Report

Introduction Section Structure

1. Background

Briefly describe the context or circumstances that led to the consideration of the proposed project or solution. Explain any relevant history, previous work, or external factors that have contributed to the current need.

2. Purpose of the Report

Clearly state the objectives and purpose of the feasibility report. Outline what the report aims to achieve and why it has been commissioned.

3. Scope of the Report

Define the boundaries and limitations of the feasibility study. Specify what will be included and excluded in the analysis.

4. Methodology

Summarize the approach and methods that will be used to conduct the feasibility study, such as data collection, analysis techniques, and resources consulted.

5. Structure of the Report

Provide a brief overview of how the rest of the report is organized. List or describe the major sections to help guide the reader.

Important Notes

- The introduction should give a clear overview without excessive detail.
- Be concise and focused; avoid unnecessary background or repetition.
- State the problem and objectives up front, setting expectations for your readers.
- The structure may vary based on organizational or industry standards.
- Always define the scope and limitations to avoid misinterpretation.