Peer review of draft of Feasibility Study: Introduction, Alternatives, Criteria, and Methods

CONTENT

Introduction: Your introduction introduces you and your issue and sets the stage for the remainder of the report. It should answer the following questions:

I-Do the writers identify background of the problem they are addressing? Do they also identify the problem itself? {These two points might be switched.} [Is the problem one that affects (1) students only (2) students and faculty (3) students, faculty, and residents?

IIa-Do the writers identify the solution they are envisioning and how the solution would solve the problem they identify?

IIb-Do the writers indicate what their alternatives are? Something/nothing? A/B? or other?

III-Do the writers “talk” to the reader(s) of the report and indicate how a solution to their problem will be of benefit to them and, most importantly, to the recipient(s) of the completed feasibility study?

IV-Do the writers indicate what their alternatives were?

IV-Do the writers indicate the criteria they used to determine feasibility of their solution?

VI-Do the writers indicate the methods they used to investigate their criteria?

VII. Optional—Do the writers indicate the outcome of their feasibility study in this report—a feasibility report? (Conclusion and recommendations)

VIII. Do the writers forecast the remainder of their report?
OVERVIEW OF ALTERNATIVES—
In determining feasibility, what options or alternatives did you consider? What are the details of each option?

CRITERIA—This section introduces the standards on which you will evaluate your alternatives.

Do the writers indicate the bases on which they investigated their solution—i.e., their criteria? (eg. Effectiveness, cost, location, availability, desirability, ease of implementation?) The criteria should be ones that are important to the reader.

Do the writers define each CRITERION in relation to their determination of feasibility in this particular case—even if the standard is one that’s easily recognizable, such as cost?

Are the criteria ones that will enable the writers to evaluate the alternatives—whether the feasibility is a determination of two different courses of action—or a choice between doing something and doing nothing?

METHODS—This section explains how you conducted your primary and secondary research

For each criterion—or for several—you should indicate the following:
The method you used—how you collected data? Interview(s), survey(s), library research, Internet research—and of what?

Do you provide a rationale for your method? “In order to determine the desirability of [our plan], we surveyed students who have at least one or two classes in Benton.”

Do you give details of each method you used? Why did you collect the data this way? And when? “In order to reach a larger number of students than we might by random sample, we developed survey questions and posted
them on Survey Monkey. We targeted 100 engineering seniors) Note that the example tells, as I ask below, who, how many, and how many responded.)

Whom did you survey? Interview (along with names and dates and questions asked?)

How many surveys were administered? How many were returned? What percentages are involved?
Why did you select these people?
What questions did you ask? (Do the writers refer to the testing instrument and indicate its place in an appendix? (EG. See Appendix A for a copy of the complete questionnaire.)