

PROJECT FEASIBILITY REPORT CHECKLIST

THE FEASIBILITY PROCESS

The Project Feasibility Report is conducted to determine the parameters of time, cost and quality of a proposed capital building project that are required to meet a project brief.

The Feasibility Report must provide the following information at a minimum:-

- a description of the problem to be solved
- a project brief
- an analysis of potential project sites
- analysis of the development options including the “Do Nothing” option
- a professionally prepared project budget
- cost/benefit and life-cycle cost information for major decisions
- a set of conceptual or preliminary drawings (prior to schematic design phase)
- a recommendation of the project management process to be used; and
- a discussion of scheduling constraints and impact on program and budget.

The Feasibility Report must be presented in the following format:

- Executive Summary
- Project Brief
- Project Analysis
- Site Analysis
- Development Options
- Analysis of Constraints
- Cost Analysis
- Cash Flow
- Project Drawings
- Staging Plan

EXECUTIVE SUMMARY

Describe in brief:

- the nature of the proposed project
- information provided by the University
- how the feasibility was conducted
- assumptions made.

Provide the estimated useful life of the capital improvement, total project cost and project milestones including date of completion. Also, describe how the project fits with the University’s strategic or Business Case.

Include a list of key stakeholders, and the impact of the project on their activities and facilities.

Identify key master planning issues.

PROJECT BRIEF

The Project Brief is prepared to determine the requirements and objectives of the client or user group in proposing a Capital Building Project.

The following items are to be included in the Project Brief:-

- **Assumptions and Justification**
Describe the assumptions used in defining the requested project, and provide justification in terms of academic growth targets, and alignment with the University's strategic plan.
- **Existing Facilities**
 - a. Inventory and Gross Floor Areas
 - b. Condition assessment/serviceability
- **Area Requirement**
 - a. Net Floor Areas
 - b. Gross Floor Areas
 - c. Efficiency Factors
- **Special Requirements**
 - a. Voice, Data and Video Communications
 - b. Energy Management Systems
 - c. Power Supply
 - d. Building Services
 - e. External Works
 - f. Impacts on other buildings
 - g. Loose Furniture
 - h. Major Laboratory Equipment
- **Performance Specifications**
A basic summary of the project building structure, exterior and roofing, interior finishes, and major mechanical and electrical systems, as well as any special systems such as telecommunications. Scope of external works, paving and landscaping. Quality of internal furnishings, fittings and equipment.
- **Future Requirements**
- **Project Funding Options including any client/user contributions**
- **Project Program including any client / user milestones**
- **Constraints and Dependencies**

PROJECT ANALYSIS

- **Purpose** – A brief statement as to the specific problem or objective that creates the need for the project:
- **Alternatives Considered** – Give a brief description of each alternative that was considered. Also describe why the alternate is not proposed.
- **Participating Organisations** – List all other agencies or organisations to be affected by or involved in this project. For example – co-location with another agency, or any consequential relocations.
- **Project Management** – Detail the management method proposed to procure the design and construction of the project. An organisational chart should identify in-house and consultant services required to procure the project. Options such as project management, design & construct, construction management, staged construction, fast tracking, negotiated tender, or cost-plus construction should be considered.
- **Schedule** – The Feasibility Report should include a milestone schedule for the project, including budget approval, design, bid, construction, equipment installation, testing, start-up, and full operation milestone target dates. Possible staging of the project should be discussed. Long lead time supply items should be identified. The schedule should reflect the recommended management method as discussed above. Attention should also be paid to the funding schedule – when will funds be available for the project phases?

SITE ANALYSIS

- | | |
|--|--------------------------|
| <ul style="list-style-type: none"> • Process – Describe site selection process used. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Identify Potential Sites
General Site Issues <ul style="list-style-type: none"> a. Site History b. Ownership and Control (property title search) c. Economic Value | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Evaluation of Sites | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Physical Issues <ul style="list-style-type: none"> a. Topography b. Geotechnical/Soils c. Utilities and/or Services Infrastructure d. Environmentally Sensitive Conditions e. Hazardous Materials (asbestos, contaminated soil etc.) a. Planning Issues (zoning) b. Requirements of Local Authorities c. Building Codes and Requirements f. Disability Discrimination Act g. Permits h. Master Plan Implications i. Heritage Issues j. Adjoining Owners k. Parking l. Building Loading Bay, and Delivery Points m. Construction Issues (noise, access, site sheds, deliveries, craneage, scaffolding, site deliveries and storage) n. Construction EH&S issues (noise, dust, stormwater discharge, excavation, protection of public). | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Preferred Sites <ul style="list-style-type: none"> a. Opportunities b. Limitations | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Conclusions <ul style="list-style-type: none"> c. Cost Estimate Comparisons d. Conceptual Drawings | <input type="checkbox"/> |

COST ANALYSIS	<input type="checkbox"/>
• Cost/Benefit Analysis	<input type="checkbox"/>
• Life Cycle Costing Assumptions and Conclusions on Critical &/or Major Expenditures	<input type="checkbox"/>
• Impact on Recurrent Expenditure a. Maintenance b. Cleaning c. Utility costs such as electricity, gas, water, steam d. Rents	<input type="checkbox"/>
• Analysis of Escalation Costs	<input type="checkbox"/>
• Cash Flow Analysis	<input type="checkbox"/>
PROJECT DRAWINGS	<input type="checkbox"/>
• Site Plan	<input type="checkbox"/>
• Concept Drawings (Floor Plans, Elevations, Sections, Perspectives)	<input type="checkbox"/>
• Shading Diagrams	<input type="checkbox"/>
• Staging Plan	<input type="checkbox"/>