



Project Name

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Document Title:

Feasibility Study Report

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Change Log

Reason for Change	Issue/Rev.	Page(s)	Date

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List of Acronyms

No.	Acronym	Definition
1.		
2.		
3.		

1 Introduction/Background

Background and purpose of the project and the main content of the document.

2 Reference Documents

- List the reference documents.

3 Project Objective

- Clearly define the objective of the project.
- If only some phases of the project are planned to be proposed for approval for implementation, the objectives of the particular phases should be clearly defined.

4 Scope of Work

- Clearly define the main works that will be carried out under this project.

5 Training course design and syllabus

- Provide the overall design of the training program.
- Highlight the fundamental concepts involved in each topic in order to clarify what is and what is not covered in the course.

6 Learning outcomes

- State clearly what training participants are expected to achieve.

7 Training course components (Learning activities)

- Indicate the main components of the course, examples of which includes: lecture, interactive tutorial, laboratory, field studies/field-trip, web-enhanced teaching, etc.

8 Assessment type

An assessment mechanism should be developed as part of the learning activities in the training course. The assessment must be matched to the desired learning outcomes.

9 Training course schedule

A course schedule includes class, date, topic, and requirements so that participants can prepare their own learning before classes. It also includes training course duration, course schedule day by day, topics in detail, teaching outline, etc.

Following is an example of a training course schedule:

- a) Duration: 60 days.
- b) Training course schedule:
 - Day0: Course registration.
 - Day1-Day5: Integrated face to face teaching (5 days).
 - Day6-Day48: Course design and guidance. Two online communication seminars will be held in Day25 and Day48. More frequent communication will take place during this period.
 - Day49: Submission of assignment (research report and results).
 - Day50-Day57: Review of research report by instructor.
 - Day58-Day59: Presentation and evaluation.
 - Day60: Course certificate and merit award ceremony online.

A template of face-to-face training course schedule is shown below:

Short Training Course on “_____”		
DD MM YYYY		
Day 1		
	Opening Ceremony	
09:00 – 10:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
10:30 – 11:00	Tea/Coffee Break	
11:00 – 12:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
12:30 – 13:30	Lunch Break	
13:30 – 15:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
15:00 – 15:30	Tea/Coffee Break	
15:30 – 17:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
Day 2		
09:00 – 10:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
10:30 – 11:00	Tea/Coffee Break	
11:00 – 12:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
12:30 – 13:30	Lunch Break	
13:30 – 15:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
15:00 – 15:30	Tea/Coffee Break	
15:30 – 17:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
Day n		
09:00 – 10:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
10:30 – 11:00	Tea/Coffee Break	
11:00 – 12:30 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
12:30 – 13:30	Lunch Break	
13:30 – 15:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
15:00 – 15:30	Tea/Coffee Break	

15:30 – 17:00 (1:30 hrs)	Lecture Topic/Subject	1 session – Lecturer/mentor
	Closing Ceremony	

10 Implementation and Management Plan

- Establish the preliminary management plan and proposed implementation plan.
- Schedule the project milestones (GANTT Chart).

11 Output/Deliverables

- Output of the project.
- Deliverable list.

No.	Deliverable Items	Milestone/Due date	Prepared by

12 Cost Analysis

Total Budget needed for the project shall be clearly given. This budget shall be submitted to be approved by the Council of APSCO. The Total budget consisted of the Fixed Cost and the Expenses for sponsored participants, the Fixed Cost of the course, and the expenses of each sponsored participant per session are shown as a sample in the Table 1, 2 and 3 respectively.

Table 1 Total budget

No	Item	Budgets	Remarks
1.	Fixed cost		See Table 2
2.	Sponsored participants' cost		...USD per person, ...*n participants=..., for details, see the Table 3
Total			

Table 2 Fixed Cost

No	Item	Budgets (USD)	Remarks
1.	Course Design and Teaching Materials costs (if any)		
2.	Facilities and Hardware costs (if any)		
3.	Software and Platform costs (if any)		
4.	Textbook Purchase costs (if any)		
5.	...		
6.	Lecture and tutorials fees		For details, see Table 4.
Total of Fixed budget			

Table 3 Expenses of each Sponsored Participant

No	Item	Budgets (USD)	Remarks
1.	Travel Expenses		
2.	Accommodation		
3.	Transportation		
4.	Honorarium		
5.	Meals & Banquet Dinner		
6.	Venue		
7.	Souvenirs		
	...		
Total cost per person			

Table 4 Details of Lecture and tutorials fees

Date	Topics	Budgets	Remark
Day0	Arrival and registration	/	
Day1	Opening	/	
	Invited lecturers		The calculation of honorarium for lecturers is set as \$150/session/1 person (tax included) or \$300/session/1 person (tax included) for prominent lecturers. The calculation of honorarium for mentors is set as \$150/half day/1 person (tax included). In general, the total number of sessions per day is suggested not exceed 04 (four) sessions, which means 06 (six) hours.

Day 2			Standard is \$300
			Standard is \$300
Day 3			Standard is \$300
			Standard is \$300
Day ...	Hands-on practice on data analysis and Q&A		The calculation standard is 150USD per person for a session(1.5hour). There are 4 sessions (6 hours) with 3 tutors in a \ hands-on practice course for a whole day,150*4 session *3 person=1800
Day ...			Standard is \$300
	Visits		
			Standard is \$300
DAY ...	Online communication seminars		The calculation standard is 150USD per person for a session(1.5hour). 3 hours (2 sessions) for 3 tutors, 150*2 session *3 person=900
DAY ...	Online communication seminars		The calculation standard is 150USD per person for a session(1.5hour). 3 hours (2 sessions) for 3 tutors, 150*2 session *3 person=900
Day ...-Day.	Review of assignment (research report) by instructor		Review cost for 7 instructors, \$150*7=1050
Support costs	Labor costs for 3-4 staff/volunteers for7days		Labor cost standards is 100USD per person per day. 100 *7days*4person=2800
Totals			

13 Benefit Analysis

- Elaborate the benefit of the project, especially mutual benefits for APSCO Member States.
- If the benefit is quantifiable, brief calculation should be presented.

14 Risk Assessment

- Elaborate the risk assessment.
- Predictable risk, risk level, risk management & reduction plan.