

EE465/EE463 Project Evaluation

Semester 2/2015

Group Project - Checklist by Authors

| No | Requirement | X-Reference, Page # & Section # | Comments |
|----------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------|
| 1 | General Information | | |
| 1.1 | Purpose – Describe the objective of this project. | | |
| 1.2 | Scope – Explain the scope of the CBA of the project. | | |
| 1.3 | Overview – Provide a brief overview of the setting or the need to conduct a CBA. | | |
| 1.4 | Assumptions – List all assumptions used in the analysis and provide justification. | | |
| 1.5 | Project references – Provide a list of the references used in preparation of the CBA. | | |
| 2 | Description of Alternatives | | |
| 2.1 | Current situation - Describe the current situation or existing system. | | |
| 2.2 | Proposed alternatives – List and describe all alternatives to be assessed in the CBA. | | |
| 3 | Perspective/Standing Describe whose benefits and costs are considered in this CBA. | | |
| 4 | Costs | | |
| 4.1 | Cost identification - List all opportunity costs and operational costs (fixed costs and variable cost) of the project. | | |
| 4.2 | Cost measurement – Describe the units of costs considered (e.g. per month, per person, etc.), and explain how costs are measured. | | |

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| 5 | Benefits | | |
| 5.1 | Benefit identification – List all benefits of the projects, both quantifiable and non-quantifiable. | | |
| 5.2 | Benefit measurement - Describe the units of benefits, and explain how each type of benefits are measured. | | |
| 5.3 | Monetization of benefits – Explain the method used in monetizing the impacts | | |
| 6 | Present Value of Benefits and Costs | | |
| 6.1 | Discount rate – Explain the choices of discount rate. | | |
| 6.2 | Present value – Calculate present values of costs and benefits in all time periods. | | |
| 7 | Net Present Value Calculate the net present value of the project | | |
| 8 | Uncertainty and Sensitivity Analysis | | |
| 8.1 | Probability analysis – Is there any uncertainty associated with the project? | | |
| 8.2 | Sensitivity analysis – Perform sensitivity analysis to assess reliability of the CBA | | |
| 9 | Conclusion/Recommendation | | |