

PROJECT STARTUP REPORT

Submitted to Large Project Oversight on mm/dd/yyyy

GENERAL INFORMATION

Project Name: Add text here.

Agency Name: Add text here.

Project Sponsor: Add text here.

Project Manager: Add text here.

PROJECT DESCRIPTION

Add text here.

From the business case or project charter.

BUSINESS NEEDS AND PROBLEMS

Add text here.

From the business case or project charter.

PROJECT BASELINES

Baseline Start Date	Baseline End Date	Baseline Budget

Baseline Start Date: The project/phase execution baselined start date.

Baseline End Date: The project/phase execution baselined end date.

Baseline Budget: The baselined budget for the project/phase (which may or may not match certain funding allocations or accounting budgets). This figure should include any risk contingency, but does not include management reserve. Risk contingency is for "known unknowns" and is a calculated cost added to a budget, whereas management reserve is extra funds held by the executive team to be used in case of emergency. Although it is required to track variance based on execution activities, please add the costs for planning so the report is reflective of the overall budget.

OBJECTIVES

Business Objective	Measurement Description

Business objectives and measurements come from the project charter.

COST BENEFIT ANALYSIS

Add text here.

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KEY CONSTRAINTS AND/OR RISKS

Add text here.

Instructions:

- *This report should be completed as soon as the project plan has been accepted by the Project Sponsor*
- *The director of the agency will receive official notice from Legislative Council when this report is scheduled to be delivered to the Legislative IT Committee (LITC). Large Project Oversight, however, will also send an email to the Project Sponsor and Project Manager when LPO notifies the Legislative Council that the report is ready for review. Please note that during some quarters startup reports are distributed and no presentations are required. Other times some or all of the reports need to be presented*
- *The agency determines who will deliver the presentation to the LITC*
- *At the time the presentation of this report is delivered to the LITC, the agency should come prepared with twenty-five, three-hole punched copies of the report for distribution at the meeting*
- *If you have any further questions about writing or delivering this report, please contact your assigned Large Project Oversight Analyst*
- *Include the month, day and year the report was submitted to your assigned Large Project Oversight Analyst*
- *When complete, delete all blue instructions*