

Project Startup Report

Project Name: Project Name

Agency: Agency Name

Business Unit/Program Area: Business Unit

Project Sponsor: Sponsor Name

Project Manager: PM Name

| Project Description | |
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| Benefits to Be Achieved | |
|-------------------------|-------------------------|
| Project Objectives | Measurement Description |
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| Key Metrics | | |
|--------------------|-----------------------------|----------------|
| Project Start Date | Estimated Length of Project | Estimated Cost |
| | | |

| Key Constraints or Risks |
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