

# 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

Business Need or Problem

Key Metrics		
Project Start Date	Estimated Length of Project	Estimated Cost

Benefits to Be Achieved	
Project Objectives	Measurement Description

Cost/Benefit Analysis

Key Constraints or Risks