

Project Startup Report

Presented to the IT Committee <Month dd, yyyy>

Project Name: Project Name

Agency: Agency Name

Business Unit/Program Area: Business Unit

Project Sponsor: Sponsor Name

Project Manager: PM Name

Project Description

Project Description copied from the business case.

Business Needs and Problems

Business Needs and Problems copied from the business case.

Key Metrics

Project Start Date	Project End Date	Original Baseline Budget
mm/dd/yyyy	mm/dd/yyyy	\$

Project Start Date – the date execution begins, according to the Time Management section of the project plan

Project End Date – the date execution ends, according to the Time Management section of the project plan

Original Baseline Budget – the budget that includes the appropriated costs, reallocated costs, and risk contingency but excludes management reserve, according to the Cost Management section of the project plan

Objectives

Project Objectives	Measurement Description

Objectives with measurements copied from the project charter.

Cost/Benefit Analysis

Cost/Benefit Analysis copied from the business case.

Key Constraints or Risks

Constraints and/or risks copied from the project plan.

Additional instructions:

- This report should be completed as soon as the project plan has been accepted by the Project Sponsor
- The chief executive of your agency will receive official notice from the Legislative Council when this report is scheduled to be delivered to the Legislative IT Committee (LITC), however, LPO will also send an email to the Project Sponsor and Project Manager when LPO notifies the Legislative Council
- 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 of the Legislative IT Committee meeting in the header
- When complete, delete all blue instructions