**Project Startup Report**

Submitted to 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.

Hint: copy this from the Executive Summary Section of the Project Plan, as that should be a short comprehensive description.

# Business Needs and Problems

Add text here.  
  
Copy from the project charter.

# Project Baselines

| **Project Start Date** | **Baseline End Date** | **Baseline Budget** | **Funding Source** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  | $0 |  |

Project Start Date: The date any work started on the overall project (e.g., team began working on the charter, or an RFI, or an RFP).

Baseline Budget: The baselined budget for the project (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. This figure should also include what was spent on planning and closing/retrospective activities (note that variance is calculated only on execution activities).

Funding Source: Note which of the following will fund the project

* Federal – funding provided by a federal grant or federal entity
* State – funding provided by the state legislature
* Special – funding provided by other means (often agency fees or private grant

**Notes:**

Add text here, if necessary.

If multiple funding sources are noted, explain the breakdown here.

# Objectives

Business objectives and measurements come from the project charter.

| **Business Objective** | **Measurement Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Key Constraints and/or Risks

Add text here.

When complete, delete all the blue instructions – here and in the document.

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). Project Oversight, however, will also send an email to the Project Sponsor and Project Manager when Oversight 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 from that agency 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 Project Oversight Analyst
* Include the month, day and year the report was submitted to your assigned Project Oversight Analyst