



Instructions:

- *This report is designed to be delivered on Project Startup to any group overseeing corporate strategy for example the Company Board, Large Projects Steering Groups or Strategy Groups.*
- *This is a designed as a briefer version of the [Project Brief](#) or [Project Charter](#) and should communicate succinctly the project description, objectives, key dates and risks.*
- *This report should be completed as soon as the [Project Brief](#) or [Project Charter](#) has been approved.*
- *This report should be a brief 'at a glance' summary of the project, which can be shared with program managers, portfolio managers, senior management teams and account managers.*
- *When complete, delete all blue instructions*

Project Startup Report

Submitted to: *Add text here.*

Date: *Add text here.*

GENERAL INFORMATION

Project Name: *Add text here.*

Organization/Customer Name: *Add text here.*

Project Sponsor: *Add text here.*

Project Manager: *Add text here.*

PROJECT DESCRIPTION

Provide a brief description of the project, you might use the [Business Case](#) or [Project Charter](#) for this section.

BUSINESS NEEDS AND PROBLEMS

Explain the reason for the project for example, what problem is it designed to solve or what benefits will it bring to your organisation?



PROJECT BASELINES

Project Start Date	Baseline Phase Start Date	Baseline Phase End Date	Baseline Budget	Project End Date

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

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

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

Baseline Budget: The baselined budget for the project/phase. 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.

Project End Date: The date the project product was handed over to operations.

OBJECTIVES

Business Objective	Measurement Description

Business objectives and measurements come from the [project charter](#).



COST BENEFIT ANALYSIS

Enter the results of the [Cost Benefit Analysis](#) of each option considered for delivering the project objectives. This may come from the [Business Case](#),

KEY CONSTRAINTS AND/OR RISKS

Document the key constraints and risks faced by the project. These may come from the [Project Charter](#).

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[Work Breakdown Structure Excel template](#)

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