

**SAM – INFORMATION TECHNOLOGY
(California Technology Agency)**

SPECIAL PROJECT REPORT—CONTENT AND FORMAT
(Revised 03/11)

4945.2

The SPR must provide sufficient information for agency management, executive branch control agencies, and the Legislature to assess the merits of the proposed project change and determine the nature and extent of future project oversight requirements. If an SPR lacks sufficient information for these purposes, the Technology Agency will request that the agency provide additional information.

Information provided in the SPR must be commensurate with the level of deviation of costs, benefits, timelines, or project requirements from those of the approved FSR or last approved SPR.

The SPRs must be submitted in a format specified by the Technology Agency and signed by the agency director or his/her designee. The MINIMUM content for an SPR is project status, an explanation of the reason for the project deviation, a revised project management schedule, and economic summary information. The Technology Agency publishes instructions and guidelines for agencies' use in preparing SPRs. See SIMM Section 30 for SPR Preparation Instructions.