

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**SPECIAL PROJECT REPORT-CONTENT AND FORMAT**

**4945.2**

(Revised 6/2015)

The Special Project Report ([SPR](#)) must provide sufficient information for Agency/state entity 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 California Department of Technology (Department of Technology) will request that the Agency/state entity 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, Stage 4 Project Readiness and Approval or last approved SPR.

The SPRs must be submitted in a format specified by the Department of Technology and signed by the Agency/state entity 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 financial summary information. The Department of Technology publishes instructions and guidelines for Agency/state entity's use in preparing SPRs. See [SIMM Section 30](#) for SPR Preparation Instructions.