

Highlight Report

For reporting period ending <period>

1. Summary of project status

Project status	This period	Last period	Comments
Overall status	R / A / G	R / A / G	
Time	R / A / G	R / A / G	
Cost	R / A / G	R / A / G	
Scope	R / A / G	R / A / G	
Quality	R / A / G	R / A / G	
Benefits	R / A / G	R / A / G	
Risk	R / A / G	R / A / G	

2. Summary of current stage status

Stage status	This period	Last period	Comments
Overall status	R / A / G	R / A / G	
Time	R / A / G	R / A / G	
Cost	R / A / G	R / A / G	
Scope	R / A / G	R / A / G	
Quality	R / A / G	R / A / G	
Benefits	R / A / G	R / A / G	
Risk	R / A / G	R / A / G	

3. Financial performance

	Target	Costs to date	Costs to complete	Total	Variance
Project					
Stage					

4. Product status

ID	Product title	Product Status	Target date	Forecast or Actual date

5. Work Package status

ID	Work Package title	Work Package Status	Target date	Forecast or Actual date

6. Corrective actions summary

7. Top issues

ID	Issue Type	Issue title	Status summary

8. Top risks

ID	Category	Risk description	Status summary

9. Lessons

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Appendix A. Supporting Information

Guidance: Add here any supporting information, such as drawings, tables or diagrams that will assist.

Appendix B. Acknowledgements

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Appendix C. Template Guidance

How to use this template

Use the Microsoft Word document properties to enter the project data such as Project Name, Customer Name, Security Classification and Author. The paragraphs starting with "Guidance:" should all be deleted when completing this document.

Purpose of the Highlight Report

A Highlight Report is used to provide the Project Board (and possibly other stakeholders) with a summary of the stage status at intervals defined by them. The Project Board uses the report to monitor stage and project progress. The Project Manager also uses it to advise the Project Board of any potential problems or areas where the Project Board could help.

Quality Criteria (i.e. what makes a good Highlight Report?)

- The level and frequency of progress reporting required by the Project Board is right for the stage and/or project
- The Project Manager provides the Highlight Report at the frequency, and with the content, required by the Project Board
- The information is timely, useful, accurate and objective
- The report highlights any potential problem areas.

Completing the template

Field	Possible Values
Project / stage status RAG	<ul style="list-style-type: none">• RED = forecast that tolerances will be exceeded• AMBER = forecast that tolerances are in jeopardy due to risks and issues identified• GREEN = forecast that tolerances will not be exceeded
Product status	<ul style="list-style-type: none">• Pending• In development• In review• Approved• Handed over
Work Package status	<ul style="list-style-type: none">• Pending authorisation• In execution• Completed
Issue type	<ul style="list-style-type: none">• RFC• Off-spec• Problem /Concern
Risk category	As defined by the Risk Management Strategy