

PROGRAMME NAME

HIGHLIGHT REPORT TEMPLATE

Project Title

Release Status: DRAFT, REVIEW, FOR INFORMATION or FINAL

Author: Insert Name

Date: 01 January 2016

Filename & Version: Insert details

Project ID: Insert ID

**Methodology:** PRINCE2™ 2009

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# Document History

## Location

This document is stored in the following location:

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## Revision History

This document has been through the following revisions:

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Revision Date | Filename/Location stored: | Brief Summary of Changes |
|  |  |  |  |

## Authorisation

This document requires the following approvals:

|  |  |  |  |
| --- | --- | --- | --- |
| AUTHORISATION | Name | Signature | Date |
| **Project Manager** |  |  |  |

## Distribution

This document has been distributed to:

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| Name | Title | Version Issued | Date of Issue |
|  |  |  |  |

## Related Documents

Summary of filenames and locations of related documents:

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| --- | --- |
| Document Type | Filename/Location stored: |
| Project Mandate |  |
| Project Brief |  |

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# Date

# Reporting Period

# Status Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Status** | **Last Period** | **This Period** | **Comments** |
| Overall Project Status | R | R |  |
| Time | A | A |  |
| Cost | G | G |  |
| Scope | G | G |  |
| Quality | G | G |  |
| Benefit | G | G |  |
| Risk | G | G |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage Status** | **Last Period** | **This Period** | **Comments** |
| Overall Stage Status | G | G |  |
| Time | G | G |  |
| Cost | G | G |  |
| Scope | G | G |  |
| Quality | G | G |  |
| Benefit | G | G |  |
| Risk | G | G |  |

# This Reporting Period

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Name** | **Status** | **Baseline Date** | **Forecast Date** |
|  | Pending authorization |  |  |
|  | In execution |  |  |
|  | Completed |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Status** | **Baseline Date** | **Forecast Date** |
|  | Not started |  |  |
|  | In development |  |  |
|  | In review |  |  |
|  | Approved |  |  |
|  | Handed over |  |  |

|  |
| --- |
| **Summary of corrective action taken during the period** |
|  |

# Next Reporting Period

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Name** | **Status** | **Baseline Date** | **Forecast Date** |
|  | Pending authorization |  |  |
|  | In execution |  |  |
|  | Completed |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Status** | **Baseline Date** | **Forecast Date** |
|  | Not started |  |  |
|  | In development |  |  |
|  | In review |  |  |
|  | Approved |  |  |
|  | Handed over |  |  |

|  |
| --- |
| **Summary of corrective action taken during the period** |
|  |

# Project and Stage Tolerance Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tolerance** | **Element** | **Actual** | **Forecast** | **Variance** |
| Project | Time |  |  |  |
| Cost |  |  |  |
| Benefits |  |  |  |
| Scope |  |  |  |
| Quality |  |  |  |
| Risks |  |  |  |
| Stage | Time |  |  |  |
| Cost |  |  |  |

# Requests for Change

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description and update** | **Status** |
|  |  | Raised |
|  |  | Approved |
|  |  | Rejected |
|  |  | Pending |

# Key Issues and Risks

|  |  |  |
| --- | --- | --- |
| **Ref** | **Item** | **Description and update** |
|  | Problem or concern |  |
|  | Off-specification |  |
|  | Risk |  |
|  | Request for Change |  |

# Lessons Identified

|  |  |  |
| --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Logged By** |
| Corporate |  |  |
| Programme |  |  |
| Project |  |  |

# Supporting Information