Highlight report

Informing the board about the status of the project

[Date] and [Period]

[Ref filename & version]

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# Status summary

# This reporting period

|  |  |
| --- | --- |
| **Work Packages** |  |
| **Products completed** |  |
| **Products planned (but not started or completed)** |  |
| **Corrective actions taken** |  |

# Next reporting period

|  |  |
| --- | --- |
| **Work Packages** |  |
| **Products to be completed** |  |
| **Corrective actions to be completed** |  |

# Project and management stage tolerance status

# Requests for change

# Key issues and risks

# Lessons

# Guidance on how to complete

***(Note: following completion of the Highlight Report the pages beyond this point can be deleted)***

## Purpose

A highlight report is used to provide the project board (and possibly other stakeholders) with a summary of the management stage status at intervals defined by them. The project board uses the report to monitor management 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.

## Composition

A highlight report includes the following:

* **Date** The date of the report
* **Period**  The reporting period covered by the highlight report
* **Status summary** An overview of the status of the management stage at this time
* **This reporting period** :
	+ work packages, including those pending authorization, in execution, and completed in the period (if the work packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data)
	+ products completed in the period
	+ products planned but not started or completed in the period (providing an early warning indicator or potential breach of time tolerance)
	+ corrective actions taken during the period
* **Next reporting period** :
	+ work packages, including those to be authorized, in execution and to be completed during the next period (if the work packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data)
	+ products to be completed in the next period
	+ corrective actions to be completed during the next period
* **Project and management stage tolerance status** How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecast)
* **Requests for change** Raised, approved/rejected and pending
* **Key issues and risks** Summary of actual or potential problems and risks
* **Lessons** (if appropriate) A review of what went well, what went badly, and any recommendations for corporate, programme management or customer consideration. Sourced from the lessons log (see section A.14) or any lessons reports that may exist.

## Derivation

A highlight report is derived from the following:

* PID
* checkpoint reports
* issue register, quality register and risk register
* stage plan and actuals
* communication management approach.

## Format and presentation

 A highlight report can take a number of formats, including:

* a presentation to the project board (physical meeting or conference call)
* a document or email issued to the project board
* an entry in a project management tool
* a wall chart or Kanban board.

## Quality criteria

The following quality criteria apply to a highlight report:

* The level and frequency of progress reporting required by the project board are right for the management 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.