

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- 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.

Insert project name

Highlight report

Date: 24 July 2023

Highlight report

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2 Date

[Date of the report.]

3 Period

[The reporting period covered by the highlight report.]

4 Status summary

[An overview of the status of the management stage at this time.]

5 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.]

6 Next reporting period

[- work packages, including those to be authorized, in execution, and 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 completed in the next period.
- corrective actions taken during the period.]

7 Project and management stage tolerance status

[How execution of the project and management stage are performing against their tolerances (e.g. cost/time/scope actuals and forecast).]

8 Requests for change

[Raised, approved/rejected and pending.]

9 Key issues and risks

[Summary of actual or potential problems and risks.]

10 Lessons (if appropriate)

[A review of what went well, what went badly, and any recommendations for corporate, programme management or customer consideration.]