

PRINCE2™- Highlight Report

Project Name:			
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Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose 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.

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Advice *The Highlight Report is derived from the: Project Initiation Documentation; Checkpoint Reports; Issue Register, Quality Register and Risk Register; Stage Plan and actuals: and Communication Management Strategy*

The Highlight Report can take a number of formats, including: Presentation to the Project Board (physical meeting or conference call); Document or email to the Project Board; Entry in a project management tool.

The following quality criteria should be observed:

- 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.

Date of Highlight Report	
Period Covered	

Status Summary

(An overview of the status of the stage at this time)

This Reporting Period

Work Packages

Work Package Ref	Work Package Name	Status¹	Notes²

Products

Product Ref	Product name	Status³	Notes⁴

Corrective Actions Undertaken

(Taken during the period)

¹ Either Pending Authorisation, In Execution or Completed (in the period)

² For example if Work Packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data

³ Completed (in the period), Planned (but not started or completed) or Underway (as planned)

⁴ Indicate if any products are running behind schedule.

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Next Reporting Period

Work Packages

Work Package Ref	Work Package Name	Status ⁵	Notes ⁶

Products to be completed

Product Ref	Product name	Notes

Corrective Actions

(To be completed during the next period)

⁵Either To be authorized, In-execution, and To be completed during the next period

⁶ For example if Work Packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data

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Project and Stage Tolerance Status

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

Requests for Change

(Identifying any raised, approved/rejected and pending)

Key Issues and Risks

(Summary of actual or potential problems and risks)

Lessons Report (if appropriate)

(A review of what went well, what went badly, and any recommendations for corporate or programme management consideration)