










Program Highlight Report			
Program Name:		Program ID:	
Completed by:		Reporting Period:	
Date completed:		Distribution to:	
Main achievements <ul style="list-style-type: none"> <i>[Document the main achievements during the reporting period.]</i> 		Next period: <ul style="list-style-type: none"> <i>[What work is planned or due in the next reporting period]</i> 	
Team/Project	Deliverables due this period	Status	Explanation of status
[Name of team or project] <i>Manager:</i>	<i>[List out the deliverables that were due to be completed during this reporting period.]</i>	G 	<i>[For each project or team give an explanation of the RAG status. For example 'Amber status reflects change in scope. Change order is being raised and will be submitted to the Programme Board on x date'.]</i>
[Name of team or project] <i>Manager:</i>		G 	
[Name of team or project] <i>Manager:</i>		A 	
[Name of team or project] <i>Manager:</i>		G/A 	
[Name of team or project] <i>Manager:</i>		A 	
[Name of team or project] <i>Manager:</i>		G/A 	
[Name of team or project] <i>Manager:</i>		R/A 	
Slippage and remedial action <i>[For each project or team that is not tracking to plan, note down the slippage from project tolerance and the actions that will be taken put the project back on track.]</i>		Problems or Concerns <i>[Document any other concerns, risks or problems that may impact Program progress.]</i>	

This Highlight report is designed to be a simple one page, 'at a glance' overview of progress. It includes a traffic light or RAG status for each project in the program. Get more [free project management templates](http://www.stakeholdermap.com/).

Traffic light/RAG status G – Green, G/A – Green/Amber, A – Amber, R/A – Red/Amber