










[Name] Program Highlight Report			
<b>Completed by:</b>		<b>Reporting Period:</b>	
<b>Date completed:</b>		<b>Distribution to:</b>	
<b>Main achievements</b> •		<b>Next period:</b> •	
Team/Project	Deliverables due this period	Status	Explanation of status
[Name of team or project] <i>Manager:</i>		G 	
[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 	
<b>Slippage and remedial action</b>		<b>Problems or Concerns</b>	