










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

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

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