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| --- |
| Company Name |
| Status/Highlight Report |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document authorSelect date |

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**Document History**

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| Owner: |  |
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**Revision History**

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| Version | Revision Date | Change Summary | Author |
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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Related Programmes/Project IDs

*List the unique identifiers of related programmes/projects.*

# Report Period

*Insert the report period covered by the report.*

# Current Status

* 1. **RAG Status**

*Insert the current (overall) ‘RAG’ (i.e. Red – major problems or departures requiring action, Amber – some problems or departures requiring action or direction, Green – no problems or departures) status indicating the overall health of the programme/project. Explain the current status and any movement since the previous report*

|  |  |
| --- | --- |
| RAG Status | Explanation |
| ⚫ | Time: |
| ⚫ | Budget: |
| ⚫ | Quality: |
| ⚫ | Risk: |

**4.2 Decisions Required**

*Summarise the decisions or direction needed at this stage.*

|  |  |  |
| --- | --- | --- |
| Decision/Direction(s) Required | Who From | By When |
| *Briefly summarise the decision or direction required* | *Identify who should make the decision/give direction* | *The timescale or date by which a decision/direction id given* |

# Review: Last Period

* 1. **Key Tasks**

*Describe key tasks undertaken during the period that is the subject of this report.*

* 1. **Progress v Plan**

*Describe the progress in the last period in comparison to the plan. Note any departures from plan and any remedial steps taken to address those departures*

* 1. **Achievements**

*Describe the notable successes and achievements of the programme/project during the last period.*

# Outlook: Next Period

* 1. **Key Tasks**

*Outline the key tasks identified/prioritised for the next report period.*

* 1. **Progress v Plan**

*Outline the expected progress against the plan and highlight any possible departures anticipated.*

* 1. **Achievements**

*Outline planned achievements in the next period.*

# Key Risks

*Summarise the key risk management activities and responses during the period and any specific actions required/taken. Detailed explanations should be in the Risk Register.*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk ID | Risk Description | Actions Required | Risk Owner/ Actionee |
| *Insert Risk ID (from Risk Register)* | *Briefly summarise the risk* | *What responsive actions are required to this risk* | *Identify who owns the risk and who will take the action(s) stated* |

# Issues

*Summarise the key issue management activities and responses during the period and any specific actions required/taken. Detailed explanations should be in the Risk Log.*

|  |  |  |  |
| --- | --- | --- | --- |
| Issue ID | Issue Description | Actions Required | Issue Owner/ Actionee |
| *Insert Issue ID (from Issue Log)* | *Briefly summarise the issue* | *What responsive actions are required to address this issue* | *Identify who owns the issue and who will take the action(s) stated* |

# Budget

*Summarise the key budget and financial (costs and benefits) management activities during the period and any specific changes, actions required/taken.*

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Description | Actions Required | Issue Owner/ Actionee |
| *Insert Budget ID or Code* | *Briefly summarise the budget item* | *What responsive actions are required to address this budget item* | *Identify who owns the budget item and who will take the action(s) stated* |

# Next Report Due

*Insert the date the next status/highlight report is due.*