**[Type the company name]**

26 August 2009

**Highlight Report**

**PRINCE2 Highlight Report**

**Zenee Miller**

Highlight Report

# 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.

# Derivation

The Highlight Report may be derived from the following:-

* Project Initiation Documentation
* Checkpoint Reports
* Issue Register, Quality Register and Risk Register
* Stage Plan and actuals
* Communication Management Strategy

# Quality criteria

What makes a excellent Highlight Report

* 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

# Tailoring

It is a principle that a PRINCE2 project tailors the method to suit its needs. Tailoring refers to the appropriate use of PRINCE2 on any given project, ensuring that there is the correct amount of planning, control, governance and use of the management products.

You may find it necessary to tailor this template up or down to meet the needs of your project. For everyone involved in the project, it should remain clear as to what the purpose of this management product is, what it should comprise and what the quality criteria are.

This template could quite easily be reduced to a 2 or 3 page document if required.

# Date

Friday, 07 May 2010

# Status summary

*An overview of the status of the stage at this time*

Use the comments column to provide the Project Board and other stakeholders with further relevant information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Status** | **Last Period** | **This Period** | **Comments** |
| Overall Project Status | R/ A / G | R/ A / G |  |
| Time | R/ A / G | R/ A / G |  |
| Cost | R/ A / G | R/ A / G |  |
| Scope | R/ A / G | R/ A / G |  |
| Quality | R/ A / G | R/ A / G |  |
| Benefit | R/ A / G | R/ A / G |  |
| Risk | R/ A / G | R/ A / G |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage Status** | **Last Period** | **This Period** | **Comments** |
| Overall Project Status | R/ A / G | R/ A / G |  |
| Time | R/ A / G | R/ A / G |  |
| Cost | R/ A / G | R/ A / G |  |
| Scope | R/ A / G | R/ A / G |  |
| Quality | R/ A / G | R/ A / G |  |
| Benefit | R/ A / G | R/ A / G |  |
| Risk | R/ A / G | R/ A / G |  |

# This reporting period

***Work Packages*** *– pending authorization, in execution, and completed in the period*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Name** | **Status** | **Completion Date** (as per Stage Plan) | **Forecast Date** (if different from Stage Plan) |
|  | Pending authorization |  |  |
|  | In execution |  |  |
|  | Completed |  |  |
|  |  |  |  |

***Products*** *completed in the period or products planned but not started.*

(May provide an early warning indicator or potential breach of time tolerance)

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Status** | **Completion Date** (as per Stage Plan) | **Forecast Date** (if different from Stage Plan) |
|  | Not started |  |  |
|  | In development |  |  |
|  | In review |  |  |
|  | Approved |  |  |
|  | Handed over |  |  |
|  |  |  |  |

|  |
| --- |
| **Summary of corrective action taken during the period** |
| *Corrective actions taken during the period* |

# Next reporting period

***Work Packages*** *– to be authorized, in execution, and to be completed during the next period*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Name** | **Status** | **Completion Date** | **Forecast Date** |
|  | Pending authorization |  |  |
|  | In execution |  |  |
|  | Completed |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Products*** *to be completed in the next period*

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Status** | **Completion Date** | **Forecast Date** |
|  | Not started |  |  |
|  | In development |  |  |
|  | In review |  |  |
|  | Approved |  |  |
|  | Handed over |  |  |
|  |  |  |  |

|  |
| --- |
| **Summary of corrective action taken during the period** |
| *Corrective actions to be completed during the next period* |

# Project and stage tolerance status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tolerance** | **Element** | **Actual** | **Forecast** | **Variance** |
| Project  | Time |  |  |  |
| Cost |  |  |  |
| Benefits |  |  |  |
| Scope |  |  |  |
| Quality |  |  |  |
| Risks |  |  |  |
| Stage | Time |  |  |  |
| Cost |  |  |  |

# Requests for change

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description and update** | **Status** |
|  |  | Raised |
|  |  | Approved |
|  |  | Rejected |
|  |  | Pending |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Key issues and risks

Summary of actual or potential problems and risks

|  |  |  |
| --- | --- | --- |
| **Ref** | **Item** | **Description and update** |
|  | Problem or concern |  |
|  | Off-specification |  |
|  | Risk |  |
|  | Request for Change |  |

# Lessons Identified

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

|  |  |  |
| --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Logged By** |
| Corporate | xxxx |  |
| Programme | xxxx |  |
| Project | xxxx |  |

# Supporting Information

[Add here any supporting information, such as comments, charts, tables, documents or diagrams that will assist].

# Highlight Report Sections Omitted

* [Omitted section]
* [Omitted section]

# Document Distribution

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Role** |
|  |  |  |
|  |  |  |
|  |  |  |

# Approvals

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

This document requires the following approvals

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_