|  |
| --- |
| **MONTHLY HIGHLIGHT REPORT** |
| Project Number |  | Project Title |  |
| Project Manager |  | Location |  |
| Issue Date |  |  |  |
| Report Period From |  | To |  |
|  |
|  |
|  |
|  | **Author** |  | **Project Director** |  | **Project Champion** |  | **Accountable Body** |  |
|  |  |  |  |  |  |  |  |  |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUMMARY STATUS** | **R** | **A** | **G** |  |  |  |
| Timeline | *[RAG\_status]* |  |  |
| Budget | *[RAG\_status]* |  |  |
|  |

|  |
| --- |
| 1. **EXECUTIVE SUMMARY**
 |
| *Insert.*1. *[Current\_Status]*
2. *[Mitigation\_Measures]*
 |
| Project Database Sharepoint Link | *[enter URL]*  |

|  |
| --- |
| 1. **BUDGET SUMMARY (£)**
 |
| **Current Approved Budget** | **Anticipated out turn cost** | **Anticipated under/over spend** | **Value of works completed** |
|  |  |  |  |

| 1. **TIMELINE**
 |
| --- |
| **Major Milestones** | **Forecast Date** | **Actual Date** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Summary / Comments***Provide comment around the timeline and plan.* |

| 1. **SCOPE AND QUALITY**
 |
| --- |
| **Change Requests** | **Effects** | **Status***(Accepted, Rejected, Pending)* |
| **CCF No.** | **Change Request** | **Time** | **Budget** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Summary / Comments***Provide comment around the scope area.* |

| 1. **BUDGET (£)**
 |
| --- |
| **Current Approved Budget** | **Anticipated out turn cost** | **Anticipated under/over spend** | **Value of works completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Summary / Comments***Provide comment around the cost/budget.* |

| 1. **KEY RISKS AND ISSUES**
 |
| --- |
| **KEY RISKS** |
| **ID** | **Description** | **Action Required** | **Owner** |
|  |  |  |  |
|  |  |  |  |
| **KEY ISSUES** |
| **ID** | **Description** | **Action Required** | **Owner** |
|  |  |  |  |
|  |  |  |  |

| 1. **DELIVERABLES AND ACTIVITIES**
 |
| --- |
| **ID** | **Activity** | **Activity Owner** | **Completed current/next period** | **Date Range** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **DISTRIBUTION**
 |
| **Project Champion** | **Project Director** | **Senior Supplier** | **User Coordinator** |
|  |  |  |  |