

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Highlight Report. There is also a Product Description for the Highlight Report at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Highlight Report document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Highlight Report document under its own name

Save the Highlight Report document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Highlight Report is complete check the document against the following Quality Criteria:

- 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
- Highlights any potential problem areas

PROJECT DOCUMENTATION

HIGHLIGHT REPORT

Project:

Release:

Date:

Period Covered:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Highlight Report History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:
Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Date

[Date of the report]

4 Period

[The reporting period covered by the Highlight Report]

5 Status Summary

[An overview of the status of the stage at this time]

6 This Reporting Period

- Work Packages – pending authorisation, in execution, and completed in the period (if the Work Packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data)
- Products completed in the period. Products planned but not started or completed in the period (providing an early warning indicator or potential breach of time tolerance)
- Corrective actions taken during the period

7 Next Reporting Period

- Work Packages – to be authorised, in execution, and to be completed during the next period (if the Work Packages are being performed by external suppliers, this information may be accompanied by purchase order and invoicing data)
- Products to be completed in the next period
- Corrective actions to be completed during the next period

8 Project and Stage Tolerance Status

[How execution of the project and stage are performing against their tolerances (e.g. cost/time actuals and forecast)]

9 Requests for Change

[Raised, approved/rejected and pending]

10 Key Issues and Risks

[Summary of actual or potential problems and risks]

11 Lessons Report (if appropriate)

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