| **R.07 Highlight Report** |
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| Project name:  |  | Project ID: |  | Period: |  | Date: |  |
| Status summary:  |  |
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| 1. **This reporting period**
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| * Work Packages – pending authorization, 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
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| 1. **Next reporting period**
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| * Work Packages – to be authorized, 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
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| 1. **Project and stage tolerance status**
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| *How execution of the project and stage are performing against their tolerances (e.g. cost/time actuals and forecast)* |
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| 1. **Requests for change**
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| *Raised, approved/rejected and pending* |
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| 1. **Key issues and risks**
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| *Summary of actual or potential problems and risks.* |
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| 1. **Lessons Report (if appropriate) ▷ R.13**
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| *A review of what went well, what went badly, and any recommendations for corporate or programme management consideration.* |
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***Note:***

*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.*