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| **MONTHLY HIGHLIGHT REPORT** | | | | | | | | | | | |
| Project Number | | | |  | | | Project Title |  | | | |
| Project Manager | | | |  | | | Location |  | | | |
| Issue Date | | | |  | | |  |  | | | |
| Report Period From | | | |  | | | To |  | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | **Author** |  | **Project Director** | |  | **Project Champion** | | |  | **Accountable Body** |  |
|  |  |  |  | |  |  | | |  |  |  |
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| **SUMMARY STATUS** | | **R** | **A** | **G** |  | |  |  |
| Timeline | *[RAG\_status]* | |  | | |  | | |
| Budget | *[RAG\_status]* | |  | | |  | | |
|  | | | | | | | | |

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

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