Resource Pack 32 - Highlight Report Templates (sample)

A template can be used for monthly updates can to ensure progress, achievements and risks are reported and, if necessary, escalated.

Project: Project Name			Project Manager: Project Manager Name		
Reporting Period: 5/21/16-5/27/16			Reporting Date: 5/30/2016		
Project Status Summary: This Project is currently on schedule					
URL to Project Request:					
URL to Project Charter:					
URL to Project Plan:					

Indicator	R/Y/G	Comments			
Overall		50% complete – On track			
Scope		No significant changes to scope			
Schedule		Short explanation – 1-2 sentences			
Budget		No Change. On Budget.			
Resources		No Change. Staffing on track.			
Issues/Risk		No Change. No new issues/risks to report			

Milestone	Start Date	End Date	Status (G, Y, R)	Note
Build FOO 1			100%	Ready for UAT
Build FOO 2			75%	1 Week Behind Schedule
Test FOO 2			0%	
Test Thing 3			0%	
Other Really Important Thing			0%	Future activity

Status Summary

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

Stage Status	Last Period	This Period	Comments
Overall Stage Status	G	G	
Time	G	G	
Cost	G	G	
Scope	G	G	
Quality	G	G	
Benefit	G	G	
Risk	G	G	