|  |
| --- |
| **PRCO304: Highlight Report** |
| **Name:** |
| **Date**: |
| **Review of work undertaken** |
| **Plan of work for the next week** |
| **Date(s) of supervisory meeting(s) since last Highlight** |
| **Brief notes from supervisory meeting(s) since last Highlight** |

**Notes**

* *Please do not delete rows from the table*
* *Suggested length: Maximum half page; writing a Highlight should only take about 10 minutes*
* *Please upload Highlight Reports to the SPMS the day before your supervisory meeting*
* *The Review should include: review of work undertaken (and comparison with work planned) since the last Highlight, including details of any products/deliverables. Identification of any issues/risks of concern that have arisen since the last Highlight, and any previous issues/risks that are still a concern. Please give consideration to whether – or not – you have spent the necessary 30 hours on the project in the last week.*