*Please delete all instructions in italics*

*Suggested length: Maximum one page*

*Please upload Highlight Reports to the SPMS the day before your supervisory meeting*

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| **PRCO304: Highlight Report** |
| **Name:** |
| **Date**: |
| **Review of work undertaken** *Review of work undertaken (and comparison with work planned) since the last Highlight, including details of any products/deliverables. Identification of any issues of concern that have arisen since the last Highlight, and any previous issues 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.* |
| **Plan of work for the next week** *(derived from the current stage plan).* |
| **Date(s) of supervisory meeting(s) since last Highlight** |
| **Notes from supervisory meeting(s) held since last Highlight** |
| **Stage review** *In the case when a stage has completed since the last Highlight, a brief review of whether the stage’s objectives, deliverables and timescales were met (or not).* |