**Date of Highlight Report** **Period Covered**

# Status Summary

(An overview of the status of the stage at this time)

# This Reporting Period

## Work Packages

|  |  |  |  |
| --- | --- | --- | --- |
| **Work**  **Package Ref** | **Work Package Name** | **Status**[**1**](#_bookmark0) | **Notes**[**2**](#_bookmark1) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Products

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  **Ref** | **Product name** | **Status**[**3**](#_bookmark2) | **Notes**[**4**](#_bookmark3) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Corrective Actions Undertaken

#### (Taken during the period)

# Next Reporting Period

## Work Packages

|  |  |  |  |
| --- | --- | --- | --- |
| **Work**  **Package Ref** | **Work Package**  **Name** | **Status**[**5**](#_bookmark4) | **Notes**[**6**](#_bookmark5) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Products to be completed

|  |  |  |
| --- | --- | --- |
| **Product**  **Ref** | **Product name** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Corrective Actions**

#### (To be completed during the next period)

# Project and Stage Tolerance Status

(How execution of the project and stage are performing against its tolerances (e.g. cost/time/scope actuals and forecast))

# Requests for Change

(Identifying any raised, approved/rejected and pending)

# Key Issues and Risks

(Summary of actual or potential problems and risks)

# Lessons Report (if appropriate)

(A review of what went well, what went badly, and any recommendations for corporate or programme management consideration)