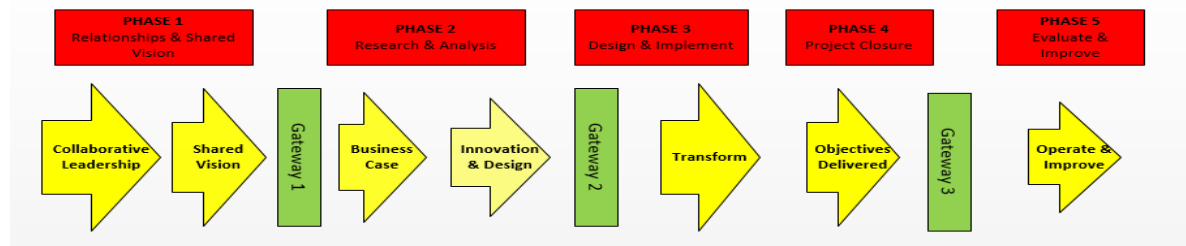




Project Highlight Report

Collaborative Work Stream:		Report Date	Click here to enter a date.
Project Sponsor		On Target	Status
Project Leads		Work completed (%)	

Collaborative framework:



Any reassessments of the Initial Benefits and Opportunities? (If Yes, please specify what areas have changed?)

PROJECT OUTLINE (Provide high level summary of project. E.g. Main goals & objectives, links to Corporate goals etc.)

HIGH-LEVEL REPORTING

2. Looking Back. (Enter details of main achievements over the last period)

a.

b.

c.

d.

2. Looking forward. (Enter details of main activities planned to take place before next report)

a.

b.

c.

d.

Risks, Time, Quality (Highlight any areas of concern that may impact on project delivery)

Management and Control measures in place (how are these areas being managed and controlled?)



Project Highlight Report

KEY MILESTONES (Identify all milestones through to Project Closure)			
Milestones	End Date	Comp%	Comments / Additional Information
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
	Select	0	
Project Closure	Select	0	