Major Projects Highlight Report – Draft for consideration and adaptation for BCKLWN

Project Name:		Project Manager:		Project Tier:		Reporting Month:		Capital Internal Order Code:		Client Officer:		Lead Designer:	
										Project Sponsor:		Cost Consultant:	
								Project Code:		End User:		Contractor on Site:	

Management Summary

	1. Overall Status	2. Risks	3. Issues	4. Financials	5. Timelines	6. Resources
This Report	R					
Last Report	A					

Project Definition

RIBA Stage: [e.g. RIBA Stage 5: Construction]

Objectives:

Scope:

Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Forward Plan	Final PID [post tender]
Status:	✓	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]	[Tick] or [Version]
Date Approved:	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]
Approved by:	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]	[Party or Forum]

Latest approved document (baseline): [document name]

Key (decisions) (updates) required this period

- …
- …
- …
- …
- …
- …

1. Overall Status (high-level summary)

[Overall Status currently RAG due to]

[Cover the key reasons why the overall status is currently RAG. This is a general summary intended to be more high-level than commentary on individual project indicators. The first three bullet points are extracted for programme and portfolio reporting.]

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

Risk ID	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments

2.2 Key Issues [all red and increasing amber]

Issue ID	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

Total Approved Budget	Total Projected Spend	VAR *Underspend (Overspend)*	Total Actuals to Date	Total Remaining Budget	Total Approved Contingency	Total Remaining Contingency	21/22 Projected Spend	21/22 Planned Spend to Date	21/22 Actuals to Date
Current Month:									
Last Month:									

3.1 Financial Commentary

[Financials currently RAG due to]

4. Timelines – High Level Milestones

[Insert completed High Level Milestone Table,
Note: Paste the milestone table as an image, not as a table]

4.1 Timelines Commentary

[Timelines currently RAG due to]

5. Resources Commentary

[Resources currently RAG due to]

Key (Budget Variance RAG Status)		
R	5% overspend
A	Less than 5% overspend or any underspend
G	Exactly on budget

Key (Project Milestones RAG Status)		
R	8 weeks or over
A	1 week - 7 weeks
G	1 week or under

Key (Risks and Issues RAG Status)		
R	RAG Score	12 - 25
A	RAG Score	8 - 10
G	RAG Score	1 - 6

Project Contingency and Change Control

Change Ref	Description	Cost	Programme	Other	Status

Other Matters

Item	Comment
General stage progress	
Procurement progress	
Proposed form of contract (e.g. JCT, NEC, Traditional, D&B)	
Proposed route to market (e.g. DPS, HPCS, LCP)	
Legal progress	
Legal instruction form issued? [actual / projected date]	
Surveys	
Statutory updates	
Health and safety	
ICT, FF&E update	
Stakeholder engagement (comms)	
Local schemes / dependencies	

Project Financials [Insert the 'Project Summary' from your Cash Flow including the PM Fees table. Paste as 'Picture'.]