Highlight Report Template

Pride in Place programme

(Plan for Neighborhoods)

The quarterly Highlight Report provides a concise update on the status of the Pride in Place project, summarising progress, key changes, and risks. It is intended for senior stakeholders, programme boards, and governance teams.

Organisation name:

Project name:

Version		
Date		
Reporting period	From:	To:

Project Sponsor	
Phone (mobile)	
Phone (work)	
E-mail	

Project Manager	
Phone (mobile)	
Phone (work)	
E-mail	

Status Summary (RAG)

Show Red – Amber - Green for project Schedule, Budget and Risks. Refer to thresholds:

	GREEN	**AMBER**	**RED**
Schedule	Completion extended by <2% original timescale	Completion extended by 2-5% original timescale	Completion extended by >5% original timescale
	Impact is less than 1 Month	Impact is between 1 and 3 months	Impact is greater than 3 months
		Missing a critical / important milestone which has other impacts	Viability of project at risk
Budget	Overspend less than-50% of the project contingency	Overspend has exceeded 50% of the project contingency	Overspend is likely to exceed the project contingency
	Approved funding will not be exceeded	It is possible that the approved funding will be exceeded	The project is close to or will exceed the agreed budget
Risks Issues	Impact of risk to Schedule & budget within Green tolerances	Impact of risk to Schedule & budget within yellow tolerances	Impact of risk to Schedule & budget falls into red tolerances
	Minor reputational impact	Notable reputational impact	Significant reputational impact
Reporting level	Managed at PM/Project Board level, no need to report or highlight	Managed at SRO level, noted at Capital Growth Board no need to escalate	Needs to be escalated to Capital Growth Board or beyond for decision or agreement on way forward

Item	R-A-G	Reasons
Schedule	A	*Contractor start delayed 1 week*
Budget	G	*Costs within budget*
Risks	A	*Volunteer uptake strong but weather risk*

Work completed for this period

List work and any variances.

> <INSERT>
> *Example:*
> - Installed 5 benches, completed lighting foundations
> - Variance - delay due to supplier shipment.

Any impacts of the project in this period, including any case studies that can be shared?

> <INSERT>
> ▪

Any learnings to be shared from this period?

<mark>\<INSERT\></mark> ▪

Planned work for the next period

List planned work.

<mark>\<INSERT\></mark> *Example:* ▪ Install lighting units ▪ Start playing area construction

Key Milestones

How to complete this table:

- Milestone: Enter the key activity or deliverable.
- Baseline Date: Original planned date.
- Expected Date: Current forecast date.
- Status (R-A-G): Use Red (delayed), Amber (at risk), Green (on track).
- Commentary: Brief reason for status or update.

Milestone	Baseline Date	Expected Date	R-A-G	Commentary
Lighting Install	*15/02/2026*	*01/03/2026*	*A*	*Permit delay*
Play Area Start	*20/03/2026*	*20/03/2026*	*G*	*On track*

Risks & Issues

How to complete this table:

- Item: State the risk or issue (e.g., bad weather, permit approval).
- Impact: Rate the impact (High, Medium, Low).
- Mitigation / Decision: Describe the action to reduce or resolve the risk.
- Owner: Name of the person responsible for managing it.
- Due Date: Enter the deadline for resolution or review.

Item	Impact	Mitigation / Decision	Owner	Due Date
Bad weather	*High*	*Flexible schedule*	*Project Manager*	*15/03/2026*
Permit approval	*Medium*	*Escalate to council*	*Project Sponsor*	*01/03/2026*

Financial Summary

How to complete this table:

- Budget: Enter the total approved budget for the project.

- Expenditure: Record actual spending to date.
- Forecast: Estimate remaining costs to complete the project.
- Balance / Contingency: Show remaining funds or contingency available after forecasted spend.

Budget	Expenditure	Forecast	Balance / Contingency
£ 10,000	*£ 1,000*	*£ 7,000*	*£ 2,000*

Any Issues and Support needed

<mark><INSERT></mark>
Example:
- Approval of weekend market road closure
- Confirm permit expedition route