



HIGHLIGHT / EXCEPTION REPORT (PM2)

PROJECT Title: **Add project title**

Project Manager: **Add name**





Date Created: **DD-MM-YYYY**

Version Number: **Add version reference**

Highlight / Exception Report

Prepared by: (Name of Project Manger)

Project description:
Can be copied from Project Brief

Performance Key			
<i>Over Performing = by a month/better quality</i>	<i>On Track = within time limit/quality tolerance</i>	<i>Cautionary Under Performance = by a month/slight reduction in quality</i>	<i>Under Performing = two months or more/not met quality tolerance</i>
			

Current Status Overview	
Overall Status:	Please use the one of the four performance key icons
Budget Status: (delivered within budget)	Please use the one of the four performance key icons
Time Status: (delivered within timeframe)	Please use the one of the four performance key icons
Outputs (ratio delivered on schedule e.g. 4 of 5)	Please use the one of the four performance key icons

Key milestones for this period:	Due Date	Status	If not completed - revised due Date
Milestones started & completed in this period		Please use one of the four performance key icons	Yes/No

Progress to date:
Overview of project to date

Cost	
Project Total:	£
Percentage of Spend to Date:	%

Recommendation to proceed:		
	<i>Delete as appropriate</i>	
Is the project on budget? If no please provide details	Yes	No
Is the project on time? If no please provide details	Yes	No
Are there any issues that the project board need to be aware of? If no please provide details	Yes	No
Do you approve that the project should proceed? If no please provide details	Yes	No
Project Manager Signature:		
Date:		