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| **Highlight Report**  **Corporate Portfolio Management Programme** | |
| **Reporting Period** | dd/mm/yyyy – dd/mm/yyyy |
| **Workstream / Project Title** |  |
| **Senior Responsible Officer** |  |
| **Management & Clinical Leads** |  |
| **Workstream & Project Leads** |  |
| **CPMO Manager / Support** |  |
| **Report Author** |  |

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| **Overall** **RAG Status** | **This Period** | **Last Period** |
| *Overall Workstream/Project Status*  *Please write a summary narrative in this section* | *Colour code box* | *Colour code box* |

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| **Progress Update Since Last Reporting Period** |
|  |
| **Planned Activity for Next Reporting Period** |
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| --- | --- | --- |
| **Decisions made by workstream this reporting period** | **Owner** | **Date Made/Required by** |
|  |  |  |
| **Decisions outstanding for next reporting period** |  |  |
|  |  |  |
| **Decisions outstanding for escalation** |  |  |
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| **Milestones** | | | | | | **RAG** | |
| **Phase** | **Ref** | | **Milestone** | **Planned Completion date** | **Actual Completion date** | **This Period** | **Last Period** |
| *As per pipeline* | | *As per project delivery tool Gantt chart* | *As per project delivery tool Gantt chart* | *As per project delivery tool Gantt chart* | *As per project delivery tool Gantt chart* | *Colour code box* | *Colour code box* |
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| **Risks and Issues** | | | | | **Post mitigation-residual risk** | | |
| **Ref No.** | **Risk or Issue** | **Description** | | **Mitigation** | **Likelihood score** | **Impact score/Issue Score** | **Risk /IssueRating** |
| *As per relevant log in project delivery tool or Pentana or write NEW if applicable in this reporting period and complete all boxes* | *Type if Risk or Issue* | *As per relevant log in project delivery tool or Pentana* | | *As per relevant log in project delivery tool or Pentana* | *As per relevant log in project delivery tool or Pentana*  *Not relevant for Issues* | *As per relevant log in project delivery tool or Pentana* | *Colour code box* |
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| **Request for change to scope *(if Applicable)*** | | |  | | | |
| Title | | | Description of change & rationale | | | |
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| **RAG Description Key (Time Status)** | |
| **Black** | Activity has yet to commence |
| **Red** | Key milestones will be or have been delivered outside tolerance to agreed baseline with no mitigating action to reduce risk |
| **Amber** | Forecasting that there is a significant risk that key milestones will be delivered outside tolerance but mitigating action is being taken |
| **Green** | All milestones forecast to be on time or early |
| **Blue** | Task Complete |

**RISK SCORES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Impact** | | | | |
|  |  | **Negligible (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Extreme (5)** |
| **Likelihood** | **Almost Certain (5)** | 5 | 10 | 15 | 20 | 25 |
| **Likely (4)** | 4 | 8 | 12 | 16 | 20 |
| **Possible (3)** | 3 | 6 | 9 | 12 | 15 |
| **Unlikely (2)** | 2 | 4 | 6 | 8 | 10 |
| **Rare (1)** | 1 | 2 | 3 | 4 | 5 |

|  |  |
| --- | --- |
|  | Very High |
|  | High |
|  | Medium |
|  | Low |

**ISSUES SCORES**