|  |  |  |
| --- | --- | --- |
|  | | |
| Short title | | |
| Full project title | | |
| Project code  XXXXXXX | Prepared by  XXXXXXX | Date submitted  XX/XX/XX | |
|  | Published by  XXXXXXX | Date published  XX/XX/XX | |

# Contents

[1.0 Executive summary 3](#_Toc158723002)

[2.0 Introduction 3](#_Toc158723003)

[3.0 Project objectives 3](#_Toc158723004)

[3.1 Heading 2 sample – 14 point 3](#_Toc158723005)

[4.0 Methodology 4](#_Toc158723006)

[5.0 Project outcomes 4](#_Toc158723007)

[6.0 Discussion 4](#_Toc158723008)

[7.0 Conclusions / recommendations 4](#_Toc158723009)

[8.0 Bibliography 4](#_Toc158723010)

[9.0 Appendices 4](#_Toc158723011)

[9.1 Appendix 1 4](#_Toc158723012)

[9.2 Appendix 2 4](#_Toc158723013)

# Executive summary

The author should include in the Executive Summary an overview of the project objectives, approach, project outcomes and insights, conclusions and recommendations for further research/actions. This section should also include the project results and findings that can benefit members and the wider industry. This section should be a maximum of two or three A4 pages.

# Introduction

The author should include the following information in the introduction:

* The purpose of the research project, including any background information
* The scope of the research, including any previous research that is relevant to this project
* The purpose of the research project, including any background information
* The scope of the research, including any previous research that is relevant to this project

# Project objectives

The author should outline the project objectives as specified in the research agreement.

## 3.1 Heading 2 sample – 14 point

[Text]

### 3.1.1 Heading 3 sample – 12 point

[Text]

#### Heading 4 sample – 10 point

[Text]

##### Heading 5 sample – 10 point

[Text]

###### Heading 6 sample – 10 point

[Text]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** |
| Row 1 |  |  |  |  |
| Row 2 |  |  |  |  |
| Row 3 |  |  |  |  |

# Methodology

The author should provide a description of how the project was conducted, including experimental design(s), measurements, and statistical analysis.

# Project outcomes

The author should outline the outcomes from the project. This section should also include the key data sets with appropriate statistical analysis. The use of graphs and tables to summarise data is strongly encouraged. All project data should be included as an Appendix or supplied electronically.

# Discussion

The author should include a full interpretation of the results.

# Conclusions / recommendations

[Text]

# Bibliography

The author should include all references used in the report or referred to for background information. This must be done using the Harvard Referencing Style Guide.

# Appendices

The author should any supporting documentation which has been referenced in the report. Each Appendix must be named and numbered.

## Appendix 1

This section should include any supporting documentation which has been referenced in the report. Each Appendix must be named and numbered.

## Appendix 2

[Text]