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| Project codeXXXXXXX | Milestone no.XXXXXXX | Prepared byXXXXXXX | Date submittedXX/XX/XX |

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# Milestone description

This section should include the achievement criteria according to the milestone table in the signed Research agreement.

# Abstract

The abstract should include a brief overview of the scope of the milestone report, the major achievements of the milestone, the potential and realised benefits to the industry and any other important findings and outputs specific to the wider project It should be written in plain English and should not exceed 250 words.

# Project objectives

This section should outline the project objectives as specified in the signed Research agreement.

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# Methodology

This section should outline how the milestone objective was conducted, including experimental design(s), measurements, and statistical analysis.

# Stage summary

This section should include a report on the progress achieved during this stage. This must include any problems or unexpected issues and their impact on the project, any costs incurred (outside the amount budgeted) or lessons that have been learnt during this stage, and if the project has remained on schedule. It should include a review of previous stages (if applicable).

# Overall progress of the project

This section should report on the progress achieved during this stage against the schedule, scope and budget. It should include a full explanation if the project is not tracking to schedule and budget and is not within scope.

# Discussion

This section should include an interpretation of the results to date.

# Conclusions

This section should summarise key insights and implications from the project to date. Outline any key challenges or successes identified during the milestone period that may affect the remainder of the project.

# Recommendations

This section should include recommendations for amendments/modifications to the schedule of the current project, recommendations for new research and development, and any managerial actions required of AMPC (including communication activities) and project partners.

# 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](https://www.ampc.com.au/getmedia/f2d2b012-9da8-42db-ab44-3aa227820421/Harvard-Referencing-Style-Guide.pdf).

# Appendices

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

Appendices may include:

* Project data
* Communications content (e.g., images, videos, workshops, webinars, events, media about the project)
* Detailed scientific information (e.g., tables and figures)
* Intellectual property.

## Appendix 1

[Text]

## Appendix 2

[Text]