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| Short Title |  |
| Full Project Title |  |

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| --- | --- | --- | --- |
| Project Code  XXXXXXX | Milestone No.  XXXXXXX | Prepared by  XXXXXXX | Date Submitted  XX/XX/XX |

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# Milestone Description

The author should include in the Milestone Description section the Achievement Criteria according to the milestone table in the signed Agreement.

# Abstract

The author should include in the Abstract section a brief overview of the scope of the Milestone Report, the major achievements of the Milestone, the potential and realised benefits to industry and any other important findings and outputs specific to the wider project. Maximum 250 words.

# Project Objectives

The author should outline the project objectives as specified in the signed Agreement.

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##### Heading 5 sample – 10 point

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# Methodology

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

# Stage Summary (review of previous stage where applicable)

The author should 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 amount budgeted) or lessons which have been learnt during this stage and has the project remained on schedule.

# Overall progress of the project

The author should report on the progress achieved during this stage against the schedule, scope and budget. The author is required to provide a full explanation if the project is not tracking to schedule and budget and is not within scope.

# Discussion

The author should include an interpretation of the results to date.

# Conclusions / Recommendations

The author 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.

# Appendices

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

## Appendix 1

[Text]

## Appendix 2

[Text]