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| Project title  no more than 7 – 10 words | | |
|  | | |
| Project code  XXXXXXX | Prepared by  XXXXXXX | Date submitted  XX/XX/XX | |
|  | Published by  XXXXXXX | Date published  XX/XX/XX | |

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# Abstract

The abstract will be published on the AMPC website and in its monthly processor newsletter to inform stakeholders of the latest final reports that have been completed.   
  
The abstract must be a full, self-contained description of the final report. It must summarise the main objectives of the project and any key results that were obtained. It must be written in clear, concise plain English, avoid any technical terms or scientific jargon and should not exceed 250 words.

The abstract must address the following points:

* Why was the project undertaken i.e. state the problem the project was addressing and potential solutions that were to result from the completion of the project.
* How was the project performed i.e. briefly outline the methodology used.
* What key results arose from the project?
* Outline the benefits to the industry of the project results.

# Executive summary

The executive summary must be easy to understand, concise and factual. All technical terms and concepts should be clearly explained. It should be written as though the reader has no prior knowledge of the project.

A length of one to three paragraphs (about 500 words) is suitable. The summary should include:

* A brief overview of the purpose of this research including
  + main problem/question being addressed and why
  + main target audience/demographic and why
  + what the results of the research will be used for and what it means to levy payers and industry stakeholders?
* Objectives
  + Outline the aims/objectives of the project and whether they were achieved (3-4 sentences; dot points acceptable).
* Methodology
  + Briefly outline the methodology that was used to achieve the aims/objectives (2-4 sentences; dot points acceptable).
* Results/key findings
  + Outline the primary results/key findings of the project. If there were no results, provide details of possible reasons that the work undertaken was not successful (2-3 sentences).
* Benefits to industry
  + Outline the benefits to the industry of the project results (2-3 sentences).
* Future research/extension/adoption and recommendations
  + Based on the results of the project, provide any industry/stakeholder recommendations for future research or development (2-3 sentences).

# Introduction

The introduction should include a detailed overview of the purpose of the project (what is the problem/issue/s that this project sought to address), how the research outcome/s were intended to act as a solution/s, and how this project is unique to others that address the same issue. Provide references to published literature.

Information should include:

* The industry problem or knowledge gap that this research is addressing
* The main question being asked and why
* The main target audience/demographic and why
* What the results of the research/survey will be used for?

# Project objectives

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

The project objectives need to be specific, measurable and designed to achieve project goals.

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# Methodology

This section should describe how the project was conducted, including experimental design(s), measurements, and statistical analysis.

# Results

This section should outline the results of the project. It 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

This section should include a full interpretation of the results. It should outline what the results mean for use and adoption by processing businesses or other industry stakeholders or for future/related research projects.

# Conclusions

This section should include a full interpretation of the results. It should outline what the results mean for use and adoption by processing businesses or other industry stakeholders or for future/related research projects.

# Recommendations

This section should include a list of recommendations that consider further research, development and extension (RD&E) required in the impact pathway, new RD&E needs that the project has identified and what action can be taken by the target audience of the project. It should include clear and concise recommendations for:

* Practical application of the project findings and implications for industry
* Possibilities of future RD&E that directly flow from the work undertaken and its results
* Adoption and extension activities.

# Project outputs

In this section, list all outputs (tangible deliverables such as products, services, resources, events, and communications content) that were delivered during the project.

* For industry extension/training activities, include details such as dates, locations, target audience, number of attendees and subject matter
* For workshops and webinars provide the date, location, topics presented, guest presenters, target audience and number of attendees
* For articles in industry publications provide the name of the article, where it appeared and the reach of the publication.

# Bibliography

This section 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]