



Milestone report guidelines



Purpose of milestone reports

Milestone reports communicate the progress of AMPC-funded projects to key stakeholders such as processors, industry participants, and the government.

A milestone report should demonstrate how the project is performing against the achievement criteria detailed in the research agreement.



Key project information



Templates and guides

All templates and reporting guides can be found on the project templates section of our website at www.ampc.com.au/research-development/project-templates. This includes the final report template and guide, milestone report template and guide, and snapshot report template and guide.



Due dates and variations

Milestone reports form part of the contractual requirements under the terms of the research agreement and are due per the schedule in that agreement.

A valid reason for extending the due date of a milestone report may be considered by AMPC, and if an extension is required, a request for an extension must be submitted to the AMPC program manager or employee outlined in the research agreement before the due date. Requests to change the due date after the actual due date will not be accepted.

Requests for changes to milestone achievement criteria, progress payments, project personnel or other changes to a project must be made before the due date for submission of the milestone report. These requests must be discussed with the AMPC program manager or employee outlined in the research agreement. These requests will be assessed by AMPC, and if a request is approved, the project details will be updated in AMPC's project management system and through a written variation to the research agreement.



Approval process

Milestone reports are submitted via email to the AMPC Program Manager or employee outlined in the Research agreement. After submission, milestone reports are reviewed by AMPC to ensure they meet standards. If a milestone report does not meet standards, it will be returned to the project research partner for editing and resubmission.

Milestone report standards include:

- The milestone report provides an effective update on the progress of the project
- The project is delivering against the achievement criteria detailed in the Research agreement
- The report has been produced using AMPC's milestone report template
- Each of the template sections provides the required information as stipulated in the milestone template
- The report has undergone proper editing.



Confidential projects

Projects and milestone reports that contain confidential or commercially sensitive content must be submitted with a confidential watermark on all pages and in the file name.



Submitting the report

Milestone reports must be submitted via email to the AMPC program manager or employee outlined in the Research agreement.

Reports must be submitted using the file name format “[Project Code] Milestone [#]”.

All appendices be included in the final report document itself. Additional files (such as zipped image folders) can be shared separately.

Appendix files must be submitted using the file name format “[Project Code] Milestone [#] - Appendix [#]”.

For example:

- 2025-1060 Milestone Report 1
- 2025-1060 Milestone Report - Appendix 1



Milestone report format and structure

Milestone reports must be produced and submitted in accordance with [AMPC's brand guidelines and writing style guide](#), available from the AMPC website.

A milestone report must:

- Include sections that address all the items in the objectives as set out in the Research agreement schedule
- Be supplied in electronic Microsoft Word format
- Be a comprehensive report on the achievement of each milestone, including evidence to validate milestone and project-to-date achievements
- Include all project data, modelling, and decision support tools, in a raw format suitable for further analysis (e.g. Microsoft Excel)
- Include all associated material such as multimedia either within the report or as separate electronic files
- Duly acknowledge participating producer groups, Research Organisation(s) and funding contributors (including the Commonwealth Government)

An overview of the content requirements for each section of the milestone template sections has been provided below.



Project title

The project title should be no more than 7-10 words. It should identify the technology or solution being researched. The title will be agreed on and outlined in the Research agreement.



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.



Methodology

This section should describe 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 also include a review of previous stages (if applicable).



Overall progress of the project

This section should include a 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

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](#).



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.