|  |
| --- |
| Project Title  Final Project Report  Date |
|  |

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Description automatically generated

Please note:

* Every report prepared for WCMICS has the same guidelines: start with one page of main messages; follow that with a three-page executive summary; present your findings in no more than 25 pages of writing, in language a bright, educated, but not research-trained person would understand
* Formatting includes min. 1.5 spacing (double-spaced ideal) with 12-point font type and 2.5 cm margins
* Recommendations on content, headings etc. are a guide only – change or delete as you require
* Delete this page upon submission

Authorship

Project Manager: name

[email](mailto:jane.stewart@petermac.org)

Project Sponsor: name

email

Project Steering Committee: name, title/position, agency

Funded by:

Abbreviations

* Delete if not required

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Main Messages

* One page of main messages in bullets
* They are the heart of your report, the lessons decision makers can take from your project
* Don't confuse them with a summary of findings: you have to go one step further and tell your audience what you think the findings mean for them. The messages, per se, may not even appear in the text. They are what can be inferred from your report.
* Set aside your text and focus on expressing clear conclusions based on what you've learned. Consider your audience - who are they, and what do they most need to know about what you've learned? Summon up that bright, educated reader and answer this question for him or her: So what does this really mean?
* Use your main messages to define the questions that may still need to be asked.
* Include the benefits, impact your project has had and on how many patients

content

Executive Summary

* Keep to 3 pages
* These are your findings condensed to serve the needs of the busy decision maker, who wants to know quickly whether the report will be useful.
* Start by outlining what issues you were looking at, using language and examples a hospital executive or DHHS will understand; sum up the answers you found.
* An executive summary is not an academic abstract; it's much more like a newspaper story, where the most interesting stuff goes at the top, followed by the background and context and less important information further down.
* This is not the place for more than a line or two about your approach, methods and other technical details. Concentrate on getting the essence of your research across succinctly but not cryptically.

content

Project Report

* Keep to 25 pages
* Use the recommended section headings below
* This may be a length you're more comfortable with, but don't lapse into academic style just because you have more room.
* Consider the use anecdotes or stories to get your point across.
* Remember your audience (busy decision maker, intelligent and interested, but not an academic) and consider your language and style - what do they find most useful and interesting?

# Section 1: Background

## Context

Provide context:

* 1. Outline the policy issue or problem your project addresses
  2. State the problem and/or need clearly – including benefits to patients
  3. Highlight earlier or complimentary work
  4. Anecdotes can work well here

content

## Implications

Implications:

* 1. What do your project findings mean for policy/decision makers etc
  2. This is where the essence of your key messages is found

content

# Section 2: Methodology

* Gannt chart can be an appendix

## Aim

content

## Objectives

1. list
2. list
3. list

## Expected Outcomes

1. list expected outcome
2. list expected outcome

## Scope

content

## Governance

* Describe project governance structure and responsibilities

content

# Section 3: Implementation

* Outline your approach/methods, including the design and logic of the project, the sources of data and details on the sample, the response rate and analysis techniques etc
* Highly technical material can be an appendix - here you should focus on explaining why these details matter, how they might affect the results and conclusions and why you chose one approach over another

content

# Section 4: Results

* Summarize your results to show how they support the conclusions you have presented, highlighting themes and messages
* Use graphs and tables if they will improve understanding
* Consider stakeholder engagement, including consumer involvement (communication plan can be an appendix)
* Results that don't relate directly to the conclusions should be moved to an appendix

content

# Section 5: Discussion

## Summary of Key Findings

* Include benefits realisation against project objectives

content

## Issues & Challenges

* Content
* Content
* Content

## Lessons Learnt

* Content
* Content

## Conclusion

content

# Section 6: Future Directions

## i. Sustainability

* Plan can be an appendix
* Content
* Content

## ii. Recommendations

* List content
* List content
* List content
* List content

# Section 7: Overview of Project Impact

## Impact of Project

* + state what benefits/impacts to patients, process etc. were achieved
* This project has highlighted that:
* Content
* Content
* Content

## Summary of Key Learnings

* Content
* Content
* Content

## Recommendations

1. List
2. List
3. List
4. List
5. List

# References

# Appendices

Appendix 1 Project Plan (including Gantt chart)

Appendix 2 Sustainability Plan

Appendix 3 Evaluation Plan

Appendix 4 Communications and Engagement Plan

Appendix 5 Literature review (if relevant)

Appendix 6 Tools/resources (outputs) developed

Appendix 7 Supporting data / clinical audits (if applicable)

Appendix 8 Budget expenditure excel spreadsheet

# Acknowledgements