[Logo]

**[Delete or replace all text in square brackets –it is included to provide guidance only.]**

**[TITLE OF REPORT]**

**[Type of document – Report, Terms of Reference, etc]**

**[Date of release of report]**

**Intentionally blank[Title of Report as on front cover]**

## 1 Executive Summary

1.1 This is report of [name of project / study / research / work]. [The Executive Summary should be about 10% of the body of the report. It should summarise the whole report: the purpose, findings, analysis, conclusions and recommendations. It is not a repeat of the introduction.]

## 2 Contents

[Highlight the Table of Contents and press f9 (or right click in the Table and choose “Update Field”) to update the table automatically. Do this when all editing is complete. If the Contents then extend beyond a single page, repaginate the document and update the Table of Contents again by pressing f9.]

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## 3 Change History

Changes to this document will be achieved by a re-issue of the entire document rather than by the amendment of individual pages.

[Drafts are numbered 0.n and the final version is v1.0]

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| --- | --- | --- | --- |
| **Version No** | **Date** | **Description** | **Edited by** |
| Version 0.1 |  |  |  |
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## 4 Distribution List

**Draft report (external):** [Name] [Job Title] [Organisation]

**Draft report (internal):** [Name] [Job Title]

**Final report:** [Name] [Job Title] [Organisation]

## 5 Sponsor

[Job Title of person requiring the work to be undertaken and providing the budget / funding.]

## 6 Purpose or Objectives

6.1 The purpose of this [project / study / research / work] was to [describe the purpose].

## 7 Scope

7.1 This work was confined to [description of limitations].

7.2 It included [inclusions].

7.3 it excluded [exclusions].

## 8 Introduction

8.1 [Background.][information about factors which led to the work being required.]

## 9 Methodology

9.1 The work was undertaken in the following manner:

* [Step 1]
* [Step 2 etc]

## 10 Results

### 10.1 General

10.1.1 [General results/findings]

### 10.2 [Sub-Title]

10.2.1 [Specific result/finding]

### 10.3 [Sub-Title]

10.3.1 [Specific resut/finding]

## 11 Summary of Results/Findings [If required]

1. [Result/finding]
2. [Result/finding]
3. [Result/finding]

## 12 Analysis

12.1 [Analysis and argument pertinent to the results/findings.]

## 13 Conclusions [and Recommendations]

13.1 [Conclusions should be drawn which flow logically from the analysis. Do not include new results/findings or argument not already covered in the report above.]

13.2 [Include Recommendations if it assists the flow of the report, otherwise separate them out below.]

## 14 Recommendations [or Summary of Recommendations, if they were included above]

14.1 RECOMMENDATION 1: [Recommendations should be pertinent to a conclusion. It may be more appropriate to include the recommendation with the conlusion and to separate out the recommendations here. ]

14.2 RECOMMENDATION 2:

## 15 Appendix A – [Title]

[Supplementary information]