[INSERT ORGANISATION NAME/LOGO]

[Project title]

[Progress report]

[Author/s]

[Date]

[Version number]

## Foreword

[If the report is to be published externally, consider including a foreword written by the appropriate Executive Officer/s.

As a guide, the Foreword should highlight:

* why the project is important
* who may benefit from the project
* what the key findings are
* what the recommendations are, including what the non government AOD sector should differently as a result.]

## Acknowledgements

[Acknowledge the contributions of funders and others who contributed to the project]

## Abbreviations

[List abbreviations or delete section if not relevant/applicable]

## Contents

[Executive Summary 7](#_Toc531356587)

[Introduction 8](#_Toc531356588)

[Background 8](#_Toc531356589)

[Objectives 8](#_Toc531356590)

[Methods and approach 8](#_Toc531356591)

[Key Findings 8](#_Toc531356592)

[Discussion 8](#_Toc531356593)

[Recommendations and Next Steps 9](#_Toc531356594)

[References 10](#_Toc531356595)

[Appendices 11](#_Toc531356596)

***Note\****

*Note: This template contains section headings to capture the diversity and scope of projects that the organisation undertakes. It may not be necessary to include all sections. The length and level of detail should be proportional to the size and scale of the project and the stage of the evaluation.*

*\*Please delete note before finalising this document.*

## Executive Summary

[Provide a high-level summary of the project goal/purpose, objectives, outcomes/results/key findings, implications for relevant stakeholders, and recommendations/next steps (2 pages max).

The Executive Summary sets the scene for the whole report and is sometimes the only section that is fully examined by readers, so it must be well thought out and presented.]

## Introduction

[What is the purpose of this document? Provide an overview of the project and what is included in this Progress/Final Report.]

## Background

[Why was the project undertaken? Summarise relevant background information, including:

* the opportunity, issue or problem that the project sought to address (e.g. practice gap)
* how needs were identified (e.g. literature review, member survey)
* the intended outcomes/benefits for the organisation, clients, and/or stakeholders
* how the project relates to other organisational, state, and national strategies/policies/programs.]

## Project Objectives

[What outcomes, changes or benefits were sought by undertaking the project? Outline project objectives.]

## Project Deliverables

[What resources and/or other tangible products has the project produced/delivered? Outline project deliverables. Be specific, where possible, e.g. type of resource package, number and type of training sessions, etc.]

## Methods and approach

[How was the project undertaken? Describe project methods and approach, including justification where relevant/appropriate.]

## Key Findings

[Summarise outcomes/results/key findings including any unanticipated outcomes/results/key findings. Use subheadings to organise the section as appropriate.]

## Discussion

[Discuss implications of key findings for stakeholders, including:

* inferences and insights from the project relative to previous project/research findings
* practical implications for other treatment agencies and the non government AOD sector
* any unanswered questions/recommendations for additional work
* what could have been improved in the project delivery (what worked, what didn’t).

This section should also include discussion of the extent to which each project objective was met. This means including the project objectives and writing a short summary underneath.]

## Recommendations and Next Steps

[If appropriate, provide recommendations on any activities that should be undertaken to further develop, disseminate or sustain project outcomes.]

## **References**

[List footnotes/references/cross references.]

## Appendices

[Append supporting documents as required.]