

Guidelines for Preparing Progress Reports

Progress Reports allow formal communication between APL and the research organisation regarding progress of the project. There may be problems which could influence the conduct and outcomes of the project and which may require modification of the budget and/or work plan, and opportunities which need to be communicated before the end of the project, such as potential new projects, workshops, media releases, protection of IP etc.

Progress reports should be concise with sections 2 and 3 forming the bulk of the report. Unless relevant to the progress of the project, avoid including details on project background.

Cover Page (see Report Cover Page Template)

1. Agreed Commencement & Completion Dates

2. Progress Towards Major Objectives

- Address progress of each of the agreed objectives individually.

3. Progress Against Agreed Milestones

- Use agreed performance criteria where appropriate to indicate whether milestones have been achieved, including reasons for achievement/non achievement.
- Include detail on proposed revised milestones in section 5.

4. Adjustments to Project Objectives

- Note whether results from the project, scientific advancements nationally or internationally, new technology or industry issues indicate a need to alter the project objectives.

5. Variations to Project Schedule

- Outline proposed variations to the project including timing and budget.
- Any changes need to be approved and a formal contract variation signed.

6. Opportunities Arising

- If relevant, outline issues relating to commercialisation, communication/extension and opportunities for new projects, workshops etc.

7. Publications Arising

- List publications arising from the project to date.
- Note that all publications arising from the project must be approved by APL on the standard *APL Request for Disclosure* form before release.

* Confidential Information

Reports containing confidential information must have “Commercial in Confidence” marked on the cover page.