**Title of Project**

**Progress Report**

**APL Project XXXX**

**Month 20XX**

**Research Organisation**

Principal Investigator/s

Post box or street name

Suburb State postcode

**\* Commercial in Confidence**

Reports containing confidential information must have “Commercial in Confidence” marked on the cover page and supply a written explanation to APL.

# Agreed commencement and completion dates

Statement of the agreed commencement and completion dates.

# Progress towards major objectives

Address the progress of each of the agreed objectives individually and in detail.

# Progress against agreed milestones

Use agreed performance criteria where appropriate to indicate whether milestones have been achieved, including reasons for achievement/non achievement.

# 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.

# Variations to project schedule

Any variations to the project including timing and budget need to be detailed. Please supply all proposed variations to the project schedule. Any changes will be considered by APL and once approval has been granted a formal contract variation will be agreed upon.

# Opportunities arising

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

# Publications arising

List all 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 from before release.