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**Milestone report**

**Title, Calibri, Bold, size 22, less than 200 characters**

Project code: MLA Project Code = X.XXX.nnn

 AMPC Project Code = nnnn.nnnn

Prepared by: <Preparer’s Name>

 <Preparer’s Company Name - no acronyms>

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2. **Abstract**
3. An abstract is required for all MLA funded projects. The abstract must be a full, self-contained description of the final report. It must summarise the main objectives of the project, and any key results that were obtained. It must be written in clear, concise plain English, avoid any technical terms or scientific jargon and should be no more than 200 words in length.
4. The abstract must address the following points:
* Why was the project undertaken i.e. state the problem the project was addressing and potential solutions that were to result from the completion of the project.
* How was the project performed i.e. briefly outline methodology used.
* What key results arose from the project?
* Outline the benefits to industry of the project results.

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# Milestone description

## Heading

### Sub heading

*Provide a detailed overview of the issue/s that this project sought to address, how the research outcome/s were intended to act as a solution/s, and how this project is unique to others that address the same issue (two paragraph minimum). Provide references to published literature.*

*Information should include:*

* *the industry problem or knowledge gap that this research is addressing*
* *the main question being asked and why*
* *the main target audience/demographic and why*
* *what the results of the research/survey will be used for.*

# Project objectives

*Outline the original objectives of this project, then define whether or not these objectives were met successfully.*

# Methodology

##  Heading

### Sub heading

1. Provide detailed information on the methodology that was used and whether or not they were successful/efficient.

# Results (to-date)

##  Heading

### Sub heading

*Provide detailed information on all key findings/results that were identified during the project. Include all intellectual property materials as defined in the Agreement. This includes, but is not limited to; statistical analysis, tables, graphs, figures etc. generated throughout the project.*

# Success in meeting the milestone

##  Heading

### Sub heading

*Describe the extent to which the milestone has been achieved and how. The level of detail in this section should reflect the level of work involved and the frequency of reporting. The contribution of the milestone to achieving the project’s objectives should also be discussed where appropriate.*

*Provide details on any learnings, knowledge gaps or required resources that were identified throughout the project to-date.*

# Success in meeting the milestone

##  Heading

### Sub heading

*This section should be used to briefly describe the progress of the project as a whole, e.g. a collation of the results of all milestone reports to-date.*

# Conclusion/recommendations

##  Heading

### Sub heading

*This section should summarise key insights and implications from the project, with a particular focus on how this relates to the red meat industry. Outline any key challenges or successes identified during the milestone period that may affect the remainder of the project.*

# References

*Refer to the document instructions for completing this section.*

# Appendix

##  Heading

### Sub heading