Project Report Template

This document is intended as a rough guide for structuring a project report or reflection for Mesh.

Brief introduction [1 paragraph]
Brief overview of the project (organisations and community involved, location, aims, engagement methods, health research area etc.)

Aims [1 paragraph]
What did you hope the project would achieve (vision, aims, objectives)?
Were you addressing a particular problem?
Why was this approach used?

Methods [1-2 paragraphs]
What did you do? Describe the structure of the project and engagement methods
You could also discuss ethics, evaluation approaches, the nature of collaborations, and participating groups.
What materials (or outputs) were produced? Please share some if possible

Evaluation and Lessons Learnt [1-2 paragraphs]
What did the project achieve (in terms of the original aims but also any unexpected outcomes or reflections)?
What lessons did you learn (including any changes you made to your original plan)?
Did you carry out a formal evaluation? Please share the report if possible
What are your plans for the future?

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