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| **Innovation and Development Grants** **Palliative Care 2019** |
| Template for final report |

1. Executive summary
* High level summary of project background, purpose, goals, outcomes and next steps.
1. Background
* Context
* Why you did this project
1. Purpose
2. Goal and objectives
3. Actions
* What you did
* What worked
* What didn’t work
* What you did next – how you adjusted your approach
1. Evaluation
2. Discussion
* Analysis and reflection
1. Next steps
* How you will integrate your achievements into ongoing practice
1. Conclusion
2. Appendices
* Data, tools, tables etc