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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