# Structure and layout for a project report with headings

**Name of the project and who has written the report with contact details**

**Executive Summary/abstract** (depending on the level required)

**Scope of Project** (What have are you doing)

**Introduction**, (Who, what, when, where, why and how)

**Project Structure**

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| You need to write about the topic that you have been involved in or tasked to do, how it has moved through its lifecycle from research and planning, to delivery and evaluation.  The **report** should be carefully structured in a way that leads the reader through the issues and how things have been done.  Split it into sections using numbered sub-headings relating to themes or areas for consideration. For each theme, you should aim to set out clearly and concisely the main issue under discussion and any areas of difficulty or disagreement. It may also include experimental results. All the information that you present should be related back to the brief and the precise subject under discussion.  Provide evidence of your involvement or how you would do it, i.e, the planning and production stages. Please include images/screenshots, evidence for your sources, resources, academic literature and reference correctly. |

#### **Conclusions and Recommendations**

The **conclusion** sets out what inferences you draw from the information, including any experimental results. It may include recommendations, or these may be included in a separate section.

**Recommendations** suggest how you think the situation could be improved, and should be specific, achievable and measurable. If your recommendations have financial implications, you should set these out clearly, with estimated costs if possible.

**Reflective account**

What you have learnt, what you would change if you did it again and the reason why.

What went well

What I would do differently

**References**

List any websites you used.