**Manufacturing Technology Adoption Program**

**Project Report -** **[Recipient Name]**

# COVER PAGE

Refer to the Schedule(s) and Attachment(s) in your Grant Deed (and any Variations) to ensure you address all obligations specified for the report period.

## AUTHOR DETAILS

|  |  |
| --- | --- |
| Organisation |  |
| Full Name |  |
| Job Title |  |
| Phone |  |
| Email |  |

## GRANT DETAILS

|  |  |
| --- | --- |
| Project Name |  |

## REPORT DETAILS

|  |  |
| --- | --- |
| Report Period Start Date |  |
| Report Period End Date |  |
| Report Period Due Date |  |

|  |  |
| --- | --- |
| Report Submission Date |  |

# SUMMARY

[Provide your executive summary]

# DISCUSSION

## Summary of project progress

[Insert text]

## Progress made towards project objectives listed in Project Plan

[Insert text]

## Progress towards the project objectives listed in Item 1 of Attachment 2 of the Grant Deed

[Insert text]

## Significant activities and achievements connected with the Project

[Insert text]

## Status of the operational metrics listed in Attachment 5 of the Grant Deed

|  |  |  |
| --- | --- | --- |
| Metric | Measure (Project Start Date) | Measure (Reporting Date) |
| [Insert metric description] |  |  |
| [Insert metric description] |  |  |
| [Insert metric description] |  |  |

[Comments on changes in measures]

# CONCLUSION / NEXT STEPS

[Summarise key points from the Discussion section and provide any recommendations relating to this report document]

# ATTACHMENTS

[List all attachments required or referenced in this report]