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| **Apprentice name:** |  |
| **Standard:** |  |
| **Project Report title:** |  |

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| **Introduction and Background** |
| **Include any research, consultation and engagement of relevant stakeholders** |
|  |
| **Outline, aims and objectives of the project or process improvement** |
| **Include your role and responsibilities within** |
|  |
| **Implementation or project/process improvement** |
| **Include evidence of effect management of resources, logistics, meetings and decision making** |
|  |
| **Outcomes and Benefits** |
| **Identify measurable improvements and benefits to the organisation, and cost savings and improvement** |
|  |
| **Summary** |
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| **Apprentice name:** |  | **Date:** |  |
| **Apprentice signature:** |  |