

Project Report Template

This template is to be used as a guide for writing project reports for Mesh. If not applicable do feel free to remove sections and digress from word count suggestions.

Please be sure to include alongside this text:

- **Permissions**
- **Images in Jpeg or Tiff format**
- **Links to external websites where relevant**
- **Links to or PDF copies of tools, papers, or other resources mentioned**
- **Links to videos on YouTube or Vimeo (where applicable)**

Project Overview [2-3 lines]

Brief overview of the project- location, vision, objectives, engagement format, approach, link or relevance to community engagement in global health etc.

Project Lead and Partners [1-2 short paragraphs]

Who led the project- what (if any) other engagement activities have they been involved in/strategy for engagement do they have?

Who were the partners and how did they work as part of the project team.

What were the terms of any collaboration?

Ambitions

What were the ambitions (vision, aims, and objectives) of the project? How did these evolve as the project progressed?

Were you inspired by another's work?

Approach

How was the project designed and why? –Perhaps think about- ethics, evaluation approaches, the nature of collaborations, and participating groups.

Evaluation and Lessons Learnt What did the project achieve- In terms of project vision and aims but also were there any unexpected outcomes?

What lessons were learnt/adaptations made? – Perhaps think about this question in - practical, ethical and conceptual terms?

What are the future directions and how were these informed by evaluating the project?