Project Title Here

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| Title Here | | | City buses near Westminster Palace  Figure 1: Right click picture and select change picture |
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|  | | **Executive Summary** |
|  | *Please leave this section until last so that the rest of the document can be used to create a shortened version of the document, providing a high-level overview.* | |
|  | *Summary can continue in this section also* | | |

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| **Introduction** | *Please advise how the funding application came about, using the following questions to inform your wording:*   1. *Which modes of transport does this relate to?* 2. *How does this relate to roadworks?* 3. *How does this relate to London?* 4. *What is done currently?* 5. *Are there any statistics that could be used to demonstrate this?* | | | |
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| *Example stats that could be used (2022):*   * *London population 9.5m* * *Roadworks in London 400k annually (4m in UK)* * *200k miles of roads in UK* * *95% of UK roads have asphalt* * *6m journeys by car in London every day* * *Cycling makes up 2.1% of daily journeys in London* * *Walking makes up 25% of daily journeys in London* | | | |  |
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| **The Project** |  |  |  |
| *Please provide a description of the project to enable the reader to fully understand the project scope, using the following to assist:*   * *What was done?* * *Who was involved?* * *Where was it carried out?* * *What activities needed to be done?* * *What was the duration?* * *Are there any diagrams?* * *Are there any photos?* | | *Lightbulb and gear with solid fill* |  |
| *Document with solid fill* |
| *Meeting with solid fill* |
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| **Outcomes** | | *Construction vehicle*  Figure 2: Right click picture and select change picture | |
| *In order to complete this, please use the project delivery milestones document and the funding application.*  *Did the outcome achieve the objectives of the funding application? If so,*   * *How were they met?* * *Is there evidence to prove this?* * *Could the measures of success be used?* * *Are there any statistics or data?* * *Are they any graphs that could be used?* * *What is the benefit as a result?* * *Who will benefit?* * *Location of benefit?* | |
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| *If the objectives weren’t met:*   * *What was the cause?* * *Were any mitigating actions taken?* * *Are there any plans to carry out additional mitigating actions?* * *Will they be met in future? If so, when?* | | | |
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| **Lessons Learnt** | *Provide a summary of the key lessons that have been learned throughout including:*   * *Effectiveness of the chosen approach* * *Potential improvements that can be applied to future projects.* | | | |
| *Place additional text here* | | *Walk with solid fill* |  |
|  | *And here* | | | |
|  | | | |  |
|  | | **Conclusion / Recommendations** | |  |
| *Provide a conclusion and recommendations for future using the following questions:*   * *What are the next steps?* * *Could this be developed further?* * *Could this be applied across London or further?* * *Are there any plans to get wider uptake?* | | | |  |

Author: Organisation

Date: Month / Year

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