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| **Project / Task Title** | **Project** |
| **Evidence Tracker Reference** |  |
| **Situation**  Set the scene:  What is the purpose?  Who are the stakeholders?  What is the business problem that needs to be solved? |  |
| **Task**  What is your proposed solution?  Where will you source the data?  What else have you considered, including GDPR and assumptions? |  |
| **Action**  Set out the steps you have taken:  Why did you do it this way?  What program, language, etc, did you use?  How did you choose your data (if applicable)?  Do any legislation/company policies apply to your data? |  |
| **Result**  Summarise your outcomes:  What were the key achievements and/or insights?  Were you successful in your goal?  Would you approach the problem differently next time?  Could you extend your project? |  |
| **Reflection**  What did you learn?  How can you apply these skills to another aspect of your role? |  |