Project title

Start month - End month

## **Overview**

### Background and aims

* Brief description of the topic / issue that the work looked at.
* What were the overall aims of the piece of work? e.g. Gain insight, automate a process, encourage best practice.

### Teams and individuals

* Who did we work with? (This can include third-party teams that we worked with during the project)
* Best person to query/contact?

## **Software and methods**

### Software

* Software - include versions
* Add-ons required (e.g. R packages or BI Visualisations) - include versions
* Make a note of why, if relevant, a certain version was used

### Source

* Where did the data come from?
* How was the data accessed?
* Does the user need special permissions?

### Method

* A high-level guide to what method was used. Rather than a step-by-step, describe the broader steps taken.
* If you’re using a dataset, explain what variables are being used (particularly if their names are ambiguous)

## **Additional Notes**

* Why did we choose this approach?
* Are there alternative approaches that could be explored in future?
* [Add anything else relevant here]

## **Feedback**

Detail here any relevant feedback from external teams about **the method itself**. For example:

* What worked well?
* What could have been improved?