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**MLA milestone report - Standard**

**(updated April 2021)**

**Usage**

All projects that require a milestone report.

All sections from page 6 onward ***must be completed*** to successfully achieve the reporting requirements.

**Introduction**

Milestone reports should document the progress of projects relative to the specific requirements of each milestone. The milestone report should also provide MLA with an update on the overall progress of the project.

Length of milestone reports will vary depending on the amount of work conducted between each milestone. In general, the main body of the report (excluding appendices) should not exceed 20 pages. Appendices can be used as necessary, to provide additional data, data analysis and other activities and results that help demonstrate the milestone has been achieved and that the project is on track.

Milestone reports must be formatted as per this template and be consistent with MLA’s style guidelines[[1]](#footnote-2).

Milestone reports must be provided as MS Word 2010 or 2013 files with an extension of *.docx.* The provision of only a PDF version of the milestone report is not acceptable and will delay all milestone payments.

Although milestone reports are for internal MLA use only, information provided in them will be used through MLA’s external communication channels to update stakeholders on work in progress. Therefore, all confidential or commercially sensitive content must be clearly highlighted in the document so that it is not communicated to external stakeholders.

Milestone reports should be accompanied by a digital copy of all relevant project-related data, such as spreadsheets, raw image files, databases, engineering drawings, metadata etc. as per the signed Agreement.

**Assistance with milestone reports**

If you have queries with submitting or formatting milestone reports please contact your Project Manager or email reports@mla.com.au.

**Using the milestone report template**

**Cover page**

* Title font: **Calibri, size 22, bold**. The title of report is the only item that is bolded and should relate to the project name.
* Insert partner company logo in top right corner, four keyboard spaces to the left of the MLA logo. Delete any extra picture placeholders if they are not required.
* Tip: the image should have Wrap text option set to “In line with text”.
* “Date published” must be the date that the final version of the document was accepted by MLA. This must only be written on reports that are not a draft.
* If this is a confidential report, include “- MLA Confidential” to the title. e.g. “Dung Beetles in South Australia – MLA Confidential”.

**General style guidelines**

* Normal text font: Calibri, size 11, black.
* **Headings font (level 1): Calibri, size 16, bold, black.**
* **Headings font (level 2): Calibri, size 14, bold, black.**
* **Headings font (level 3, 4, 5): Calibri, size 12, bold, black.**
* Page footer/header font: Calibri, size 9, black.
* Headings and subheadings are to be numbered using the ‘Numbering library’ and follow the convention of 1, 1.1, 1.2 etc.
* Text should be aligned left.
* Use spacing between paragraphs rather than multiple returns.
* Sub-headings, headings and title should be set in ‘Sentence case’, not ‘Title Case’.

**Watermarks**

* Use “Draft” as a watermark for earlier versions of the report.
* For a confidential report, place “MLA CONFIDENTIAL” watermark on all pages.

**Header and footer**

* In “Design” tab, ensure “Different first page” is check marked. The header and footer should show on all pages except the cover page.
* Do not change the format of page numbers.
* The header should have one hyphen between project code and project title, all aligned right. It must follow the template; “X.XXX.nnnn - Project title”, wherein X.XXX.nnnn is the MLA assigned project code and then the Project title that has been pre-approved by MLA.
* If this is a confidential report, add “- MLA Confidential” to the header e.g. “A.BCD.1234 - Dung Beetles in South Australia - MLA Confidential”.

**Footnotes**

* Footnotes appear at the bottom of the page, or below the table or chart to which they refer. The conventional order for footnotes is: \*, †, ‡, §, ıı, #
* If more footnotes are required # is followed by double symbols – \*\*, ††, etc.

**Citations**

* In-text references are to be cited by author and date (Harvard style); they are not to be numbered. The names of two co-authors are linked by ´and´; for three or more, the first author´s name is followed by ´et al.´ and the year of publication. When more than one reference is cited in the text, they must be listed chronologically.
* All in-text references must be listed at the end of the paper in a final ‘Reference’ list. All entries in this list must correspond to references in the text and must be arranged alphabetically as per the first author in the reference. The titles of papers and the first and last page numbers must be included for all references.

**Figures**

* All figures, including graphs, must be clear with legible text.
* All figures must have a clear title and be referenced in-text.
* The in-text figure references must use the abbreviated style e.g. Fig. 1.
* Figure captions must be typed directly above the figure or illustration and must be **Calibri, size 11, bold** e.g. **Figure 1.**
* All graphs must have a clear x and y axis with relevant headings.
* All tables and charts (alpha or numeric) used and/or generated throughout the project must be provided in an Excel document separate to the milestone report. All charts included in the milestone report must be accompanied by the relevant data in the format of an Excel document.

**Inserting images**

* When adding images into the report, ensure that all pictures are cropped and compressed to 220ppi (print quality), to minimise the document file size.
* All images must be clearly identified in regards to location and names of personnel (when applicable).
* All images used and/or generated throughout the project must be provided as separate, high resolution .jpg, .tiffs, or .eps files that are sent separate.
* All diagrams used and/or generated throughout the project must be provided as a separate file.
* All information contained in images, tables, charts, diagrams etc. must be clearly legible at 100% magnification.
* You must have sought appropriate permission to use these images. Evidence of permission to use images must be provided separately, as well as any Participant release deeds for images that contain people.
* Any cattle, sheep or goats in the image must not have horns (unless that is a specific aspect of the research).
* Ensure anyone riding a motorbike, quad bike or horse is wearing a helmet in the images.

**Tables**

* In the text, use capital ´T´ for Table 1, 2 etc. Tables should not be crowded to fit on one page; use a second page if necessary. Double-spacing should be used for titles, headnotes and footnotes, without underlining them.
* ´Table 1´ is part of the title and should not be typed on a separate line. Font for table headings should be **Calibri, 11, bold**.
* Headnotes (or sub headings) should be used for notes or explanations that refer to the whole Table; they should be typed on a new line below the title.
* In column headings, side headings and Table entries, only capitalise the first letter of the first word and proper names.
* Units (cm, %, etc.) should be in parentheses and placed just after or below the headings.
* Footnotes in Tables must refer to specific column or row headings or to specific values in a Table. Use superscripts (A, B, C, etc.) for Table footnotes.
* See <http://www.publish.csiro.au/nid/75/aid/376.htm#17> for further guidelines on Tables.

**Mathematic formulae**

* These should be carefully typed with symbols in correct alignment and adequately spaced. Each long formula should be displayed on a separate line with at least one line of space above and below.

**Appendices**

* Appendices must be clearly titled and referenced within the body of the report.
* Be sure to note any appendices that contain confidential information that is not for publication.
* Where appropriate, appendices should be contained within this document and not submitted as separate documents.

**Table of contents**

* Manage this last. At the end of writing the final report, right click inside the Table of Contents area and click, “Update Field > Update Entire Table”.
* Ensure there are no mistakes in the Table of contents. Do not assume that automatically updating the field translates the correct information from the body of the report.
* Text should be Calibri, 12, black.

**Saving the document and file names**

* All guidelines and instructions must be removed before submission.
* File should be saved as, “Project code Final report” i.e. “X.XXX.nnnn Final report.docx”. Do not add a project description in the file name.
* If the report is confidential, add “ – MLA Confidential” to the name e.g. “A.BCD.1234 Final report – MLA Confidential.docx”.

**Submission of final reports**

* All milestone reports are to be submitted to either the MLA Project Manager, or sent by email to reports@mla.com.au.
* Submission dates must be met unless previously negotiated with the MLA Project Manager. Requests for change of submission dates must be in writing.
* Approval for the payment of final milestone(s) is only given when the final report has been approved by the Project Manager. As a general rule, final reports will be reviewed by one to two MLA staff. Another referee external to MLA may also review the document.
* Reports will only be approved if technically sound, well written and presented, and submitted in the correct format (as provided in these guidelines).

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**Milestone report**

**Title, Calibri, Bold, size 22, less than 200 characters**

Project code: <MLA project code = X.XXX.nnnn>

Prepared by: <Preparer’s Name>

 <Preparer’s Company Name - no acronyms>

Date published: <Day, Month and Year - e.g.10 April 2015>

PUBLISHED BY

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# Abstract

1. A summary is required for all project milestones that require a report. The abstract must be a full, self-contained description of the milestone report. It must summarise the main objectives of the project and any key results that were obtained to-date. It must be written in clear, concise plain English, avoid any technical terms or scientific jargon, and should be no more than 200 words in length.
2. The summary must address the following points:
* Why was the project undertaken i.e. state the problem the project was addressing
* How was the project performed i.e. briefly outline any methodology used to-date.
* What industry benefits/results arose from the project to-date?
* Briefly state if the project is on course as intended for this milestone.

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# Milestone description

## Heading

### Sub heading

*Provide a detailed overview of the issue/s that this project sought to address, how the research outcome/s were intended to act as a solution/s, and how this project is unique to others that address the same issue (two paragraph minimum). The milestone achievement criteria from the contract must also be included.*

# Project objectives

## Heading

### Sub heading

*This section must state the project objectives as outlined in the research agreement. Identify which objectives have been met by this milestone.*

# Methodology

## Heading

### Sub heading

*Provide a detailed and succinct description of how the project was conducted to-date, including experimental design(s), measurements and statistical analysis.*

# Results (to-date)

## Heading

### Sub heading

*Provide detailed information on all key findings/results that were identified during this milestone period. Include all intellectual property materials as defined in the Agreement. This includes, but is not limited to; statistical analysis, tables, graphs, figures etc. generated throughout the project.*

# Success in meeting the milestone

## Heading

### Sub heading

*Describe the extent to which the milestone has been achieved and how. The level of detail in this section should reflect the level of work involved and the frequency of reporting. The contribution of the milestone to achieving the project’s objectives should also be discussed where appropriate.*

*Provide details on any learnings, knowledge gaps or required resources that were identified throughout the project to-date.*

# Overall progress of the project

## Heading

### Sub heading

*This section should be used to briefly describe the progress of the project as a whole, e.g. a collation of the results of all milestone reports to-date.*

# Conclusions/recommendations

## Heading

### Sub heading

*This section should summarise key insights and implications from the project, with a particular focus on how this relates to the red meat industry. Outline any key challenges or successes identified during the milestone period that may affect the remainder of the project.*

# References

*Refer to the document instructions for completing this section.*

# Appendix

## Heading

### Sub heading

1. Contact the MLA Project Manager for a copy of the guidelines. [↑](#footnote-ref-2)