



* Organisation name and details.
* Project title and details (date and time, duration, venue).
* Description of the project.

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* What were the objectives of the project and how have they been met so far?

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* Please state your project milestones and KPIs and how they have been achieved thus far.
* Were there any changes from the original proposal? If yes, why?

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* What difficulties/challenges did you face and how did you overcome them?
* What could have been done differently?

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* Any other feedback.