## The Project Report: Template

## november 2020

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| STUDENT PROFILE | |
| **ICAEW Student Number** |  |

You should refer to the Project Report Guidance document before completing this template.

Project Report resources, including the Guidance and sample scripts, can be found at icaew.com/projectreport

**The maximum number of words you are allowed to write is 4,000. This excludes the words in the template (561)**

Please note:

* You **must** include the cover sheet with your submission. If you fail to do so, markers will be unable to view the first page of your submission.
* You **must not** include any personal information (such as your name or student number) in your submission, either in the text or in the footer or header.
* You **must** leave the font as it is, please do not change the size or style.

**Failure to comply with any of the above could affect how your submission is marked.**

## QUESTION 1

Part a – Continuous improvement

Take responsibility for their own professional development by seeking out opportunities that enhance their knowledge, skills and experience

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated continuous improvement * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 1

Part b – Building relationships

Build trusted and sustainable relationships with individuals and organisations. Consistently support individuals and collaborate to achieve results as part of a team

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated effectively built relationships * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 2

Ethics and Integrity

Identify ethical dilemmas, understand the implications and behave appropriately. Understand their legal responsibilities, both within the letter and the spirit of the law, as well as be aware of the procedures for reporting concerns over potentially unethical activities.

**or** Professional Scepticism

Apply a questioning mind to conditions which may indicate a possible misstatement of financial information due to error or fraud.

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated professional scepticism / acting with ethics and integrity * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 3

Leadership

Take ownership of allocated projects and effectively manage their own time and the time of others. Demonstrate good project management skills to deliver high quality work within the appropriate timeline. Act as a role model and motivate others to deliver results

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated leadership * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 4

Adding value

Anticipate an individual’s / organisation’s future needs and requirements. Identify opportunities that can add value for the individual / organisation.

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you added value * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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