**Please follow the template structure and use the style headings provided below. Refer to author guidance notes for more information. Delete the yellow text prior to submission.**

# <Insert Title>

## Abstract/Summary

< Summarise the key points from the paper and explicitly state what is the learning legacy that you are sharing and who and how might this be of use on future projects >

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## Background and industry context

< Provide context on what is the industry norm and then set the specific context in terms of HS2 >

## Approach

<Tell the story - explain what happened in sufficient detail to enable understanding by the reader. >

<insert image>

<insert figure number and caption>

### <Heading 3>

<insert body text>

## Outcomes

< Include some analysis of the outcomes and provide evidence to justify your learning legacy.>

## Learnings and Recommendations

< Include what went well, what didn't go so well and recommendations for future projects. Don't just include the positives, this is about sharing learning for future projects , not PR. What wisdom would you share with someone on another project to enable them to repeat your success or learn your lessons>

## Conclusion

< Summarise the key points, outcomes and recommendations. Include an explicit statement on what is the learning legacy that you are sharing>

## Acknowledgements

< Be sure to acknowledge those that have contributed to the work>

## References

< If you refer to other documents or make statements then you must include a reference to the document or source at the end of the report (Vancouver referencing style)>

## Supporting Materials

<Please list any supporting materials that you are sharing as part of your learning legacy. Supporting documents can be really useful to projects and programmes to see the detail behind the insight>

Checklist before submission:

* Is there sufficient background and industry context
* Is there a sufficient level of detail in the paper and supporting documents collectively for this to be useful to a future project or programme?
* Is evidence provided to support the learning outcomes?
* Is the learning legacy explicitly set out?
* Have supporting materials been provided where they might add to the learning legacy
* Have you followed the style guide:
	+ Please make your text as short and concise as possible, excluding anything that is not directly relevant to the subject.
	+ The text should be in UK English, in the third person and should be readily understandable by another project professional person.
	+ Please avoid unnecessary use of the masculine gender where it is not required.
	+ Use bullet points rather than numbers or letters for lists.
	+ Please do not refer to the names of individuals, organisations, products or services unless it is essential to understanding your submission. You should not be gratuitously complimentary or in any way derogatory about any person or organisation either directly or implied.
	+ Please include legible graphs, photographs and/or drawings, not just text. Files should be uploaded in the format that they were originally created in.