

EIS Health Limited trading as Central and Eastern Sydney PHN  
ABN: 68 603 815 818

**CESPHN INTERNAL INFORMATION ONLY**

<b>Contract Name</b>	Primary Care Innovation Grants - General Practice
<b>Service Providers</b>	The Party:

## Memorandum of Agreement

This Agreement is made on the date stated in **Item 1** of the Schedule.

### Between

**EIS Health Limited (“CESPHN”)** of Level 5, 201 Coward St Mascot NSW 2020

### And

**The General Practice (“The Party”)** described in **Item 2** of the Schedule.

#### 1. Recitals

- a. The relationship of The Parties is one of co-operation and is not intended to imply any arrangement of partnership, or other legally binding relationship other than that explicitly stated in this agreement.
- b. This agreement does not imply any other relationship in respect of employer and employee, principal and agent, or contractors between the party other than that explicitly stated in this agreement.

#### c. “The Program”.

This MOA sets out the agreement between the Party and CESPHN for the Party to participate in the CESPHN Primary Care Innovation Grants - General Practice Program.

This program offers the general practice to develop and embed innovative systems to support improvement in the practice and ultimately patient outcomes.

The aim of this program is to support General Practices in developing innovative approaches and solutions that better support efficiency, effectiveness and coordination of locally based primary health care services.

The program is funded by Central and Eastern Sydney PHN (CESPHN) for the general practice to demonstrate an innovative idea, service, approach, model, process or product that aligns with one or more of these focus areas:

- Delivers sustainable improvements that will enable enhanced health and wellbeing outcomes for patients
- Addresses a need or gap identified in population health data
- Increases the access and reach of vulnerable population groups
- Improves system integration and business viability
- Facilitates outreach care to community-based organisations

General practices selected to participate in the program will be required to submit a detailed plan identifying the project rationale, aims, outcomes and estimated budget that will be implemented with the program funding. General practices will be selected by a panel of subject experts in the general practice field.

- d. The eligibility criteria for the General Practice Grants Program are as follows: The Party is
  - Located in the Central and Eastern Sydney PHN region.
  - General Practice in accordance with the definition of a general practice by the RACGP.

- Have an active Australian Business Number (ABN) or Australian Company Number (ACN)
- Have and maintain adequate insurance coverage
- Be connected to LUMOS or willing to connect to the LUMOS program.

**It is Agreed as follows:**

## **2. CESP HN's Obligations and Funding**

2.1 CESP HN will:

- (a) Fund the Program. The funding will be used by the Party to deliver the program outlined in **Annexure 1** and a duly completed Order Form in **Annexure 2**
- (b) Pay the Party on issuance of a tax invoice per Clause 3.2. This remuneration as outlined in Item 3 of the Schedule which consists of two payments payable to the party according to Item 4 – Table 1 Deliverables and Timelines and Payment of Remuneration.

2.2 The funds must be utilised and spent during the twelve (12) months from signing this agreement until 30 June 2026.

2.3 CESP HN will review this agreement in (3) months after the Commencement Date stated in **Item 5** of the Schedule to determine how the Program delivery is progressing as agreed under this agreement.

2.4 Funding cannot be used in combination with other government payments, e.g. co-payment for an MBS item.

2.5 To assist the Party to achieve the program deliverables, CESP HN will be responsible for the following:

- 2.5.1 Provision of financial incentive to the general practice as per **Item 3** of the Schedule
- 2.5.2 Practices will be provided with a reporting template – **Annexure 3** to report on the program outcomes.
- 2.5.3 The Party participating in the program will be sent an evaluation form which must be submitted at the end of the program.
- 2.5.4 Connecting the Party to LUMOS.

## **3. The Party's Obligations**

3.1. The Party will deliver the following:

3.1.1 Complete order form for the General Practice Grants Program in **Annexure 2**. The Party will list practice details including practice name, address, name of lead GP, name of project contact, bank details of the general practice, chosen program activities and submit this order form to CESP HN.

3.1.2 Complete the activities and report in the Schedule:

- a. Ensure Party attend required progress meetings as per the Schedule – Item 4 – Table 1.
- b. Completes and submits the required report as per the Schedule – Item 4 – Table 1 and as outlined Annexure 3.
- c. Completes evaluation as per the Schedule – Item 4 – Table 1.
- d. Complete a single LUMOS consent form to install LUMOS online on the general practitioner's system as per the order form.

3.1.3 Ensure outcomes and output in accordance with the agreement, and that terms

- and conditions are met.
- 3.1.4 Maintain contact with CESP HN and advise of any emerging issues that may impact on the success of the activities.
  - 3.1.5 Identify, document and manage risks and putting in place appropriate mitigation strategies.
  - 3.1.6 Comply with legislation, regulations, industry codes and standards relevant to the organisation in particular Privacy Act 1988 (Cth) (Privacy Act), Australian Privacy Principles 2019; the Health Records and Information Privacy Act 2002 (NSW) (HRIP Act), Health Privacy Principles 2021; the Privacy and Personal Information Act 1998 (NSW).
  - 3.1.7 The Party agrees to comply with all relevant codes of practice, standards applicable to the profession of general practitioner practice and medical practitioner and organisational policies and procedures implemented from time to time.

3.2 The Party will issue a valid tax invoice to CESP HN detailing the following:

Party Entity Name:  
ABN:  
Address:  
Contact:  
Email:  
Invoice in favour of the Party:  
Invoice Amount:  
Invoice Number:  
Details of spend:  
Invoice Date:  
GST Amount:

3.3 For the avoidance of doubt,

3.3.1 The Party agrees to refund any monies on occurrence of any of the following event:

- a. The Party is unable to complete the deliverables as per **Item 4** of the Schedule and the agreement is terminated.
- b. The Party cancelling the order form and terminating this agreement.

3.3.2 CESP HN will not be required to pay any Funding to the Party if the relevant grant (or part thereof) from the Commonwealth is withdrawn, cancelled, reduced or otherwise not received by CESP HN, or if the Commonwealth Funding Agreement is terminated. CESP HN will immediately notify the Party of any such occurrence and the parties will negotiate in good faith the reduction of the deliverables as per **Item 4** of the Schedule or termination of this Agreement according to Clause 7 Termination.

3.3.3 The funds paid must be utilised during the term of this agreement unless an extension of time is agreed with CESP HN in accordance with Clause 6.

3.4 The Party is responsible for agents or contractors, subcontractors employed or engaged to carryout services under this agreement and agrees to cover agents or contractors and subcontractor's acts, omissions, loss or damages to property, assets in the general practice of the Party. The Party will remain responsible for any subcontracting work under this agreement.

3.5 Timeline for the activities in the Scheule- Item 4-Table 1 are agreed dates between the parties by when each item is to complete, and those times are of the essence.

#### 4. Term

CESPHN and the Party (The Parties) agree to the following terms in relation to Term:

##### 4.1 Term between the Party and CESP HN

This agreement shall commence on the Commencement Date stated in **Item 5** of the Schedule and is for a duration of twelve (12) unless terminated earlier in accordance with Clause 7 in this agreement or extended under Clause 6. The expected completion date is by the End Date as per **Item 6** of the Schedule.

- 4.1.1 This Agreement can be extended by CESP HN and the Party and any extension will be for a period of three [3] months from the End Date and a request for extension will be applied per Clause 6. The Party and CESP HN will complete and sign an extension of time form.

#### 5. Remuneration

5.1 The Party must submit to CESP HN an Invoice in respect to the deliverables completed As per **Item 4** of the Schedule:

- a. as soon as practicable after the completion of the relevant deliverable; or
- b. as otherwise agreed to by the parties.

5.2 Subject to Clause 5.3, CESP HN must pay the amount of the Invoice within 30 days of receipt, into the bank account nominated by the Party for that purpose.

5.3 If CESP HN disputes the Invoice issued by the Party, then:

- a. CESP HN must serve notice on the Party setting out the nature of the dispute and the amount which CESP HN asserts should be the amount of the relevant invoice;
- b. If the Party has not replied to CESP HN's notice within 5 business days of the date on which the notice is issued, then the Party is deemed to have accepted the variation of the amount owed to it and must issue a further invoice to CESP HN for the varied amount;
- c. If the Party does not accept the amount nominated by CESP HN in the notice served by CESP HN pursuant to Clause 5.3, then the Party must, within 5 business days of issue of CESP HN's notice of dispute, inform CESP HN that a meeting is to be convened between a representative of CESP HN and the Nominated Person of the Party within a further period of 7 business days to discuss and, if possible, resolve the dispute; and
- d. If the dispute is not resolved at the meeting between CESP HN and the Party, then the dispute must be referred to an expert nominated by the President of the Institute of Arbitrators and Mediators who must determine the dispute as an expert, who must make a determination as to which party is required to pay the costs of the expert determination and whose decision will be final and binding on CESP HN and the Party.

## 6. Extension of Time

6.1 The Party can seek an extension of time to deliver the agreed deliverables set out in **Item 6** of the Schedule and any extension must be in writing given to CESP HN prior to the end of the of this contract and this notice is to be issued one [1] month in advance. The extension of time shall include date of deliverables in **Item 4** of the Schedule-Table 1, and

6.1.1 extension of the End Date.

6.3 For the avoidance of doubt, the extension of time does not include a request to increase the funding under this agreement.

## 7. Termination

7.1 Each party may terminate this Agreement in writing by giving five (5) business days' notice to the other on occurring of the following:

- a. If the party elects to cease the agreement without any cause and reason (no fault event).
- b. If the party defaults in the performance of any written material term of this Agreement where the party fails to remedy such default within seven (7) days of notice specifying the failure and requiring it to be remedied.

7.2 CESP HN may terminate this Agreement immediately by notice to the Party and the Party if:

- a. the Commonwealth Funding Agreement is terminated or reduced in scope by the Commonwealth or the Commonwealth otherwise withdraws or reduces the relevant grant; or
- b. CESP HN is satisfied on reasonable grounds that the Party or the Party is unable or unwilling to satisfy the terms of this Agreement.

7.3 CESP HN may terminate this Agreement by written notice if an insolvency event occurs in relation to the Party:

- a. The party ceases to, or is unable to, pay its creditors (or any class of them) in the ordinary course of business, or announces its intention to do so;
- b. A Receiver, Receiver and Manager, Administrator, Liquidator, Trustee in Bankruptcy, or similar officer is appointed to take over and manage the Party assets;
- c. The party enters, or resolves to enter, a scheme of the arrangement, compromise, or composition with any class of creditors;
- d. A resolution is passed, or an application to a Court is taken for the winding up, dissolution, official management, or administration of the Party; or
- e. Anything having a substantial or similar effect to any of the events specified above happens under the law applicable to this Agreement.

7.3 Subject to Clause 7 any payment made by CESP HN pursuant to Clause 2 shall be reimbursed by the Party on issuance of a credit note. CESP HN will provide a written notice in relation to any repayment/refund under this Clause.

## 8. Confidentiality

8.1 Parties to this agreement undertake to observe all privacy requirements when engaging in activities under this Agreement in accordance with the Privacy Act 1988 (Cth) (Privacy Act), Australian Privacy Principles 2019; the Health Records and Information Privacy Act 2002 (NSW) (HRIP Act), Health Privacy Principles 2021; the Privacy and Personal Information Act 1998 (NSW) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth). The terms "personal information" and "health information" have the same meaning as is given to them in the Privacy Act and the HRIP Act.

8.2 The Party undertakes to inform CESP HN immediately on becoming aware that any breach of privacy or security relating to information under its control has occurred.

8.3 Notwithstanding any other Clause in this Agreement, the Party expressly consents to the disclosure of its identity to the Commonwealth Department of Health with such consent extending to allowing the Commonwealth to publish information about the Provider, including its identity and the existence and nature of the Services under this Agreement.

8.4 The Party must:

- a. ensure that all Confidential Information is kept confidential and is not copied, published, disclosed or discussed with any person other than its Personnel who have a need to know and its authorised representatives;
- b. not use any Confidential Information except as required for the purpose of this Agreement and providing the Services;
- c. not disclose any Confidential Information except as required by law;
- d. if required by CESP HN ensure the Party's personnel enter into a deed of confidentiality with CESP HN in a form prescribed by CESP HN.

In this agreement, the meaning of the words Confidential Information, and Personnel means as follows:

**Confidential Information** means information pertaining to this agreement disclosed to the party by CESP HN; and information pertaining to this agreement disclosed by the Party to CESP HN. Information disclosed by the parties to this agreement to each and other are either Confidential Information or information relating to Intellectual Property Rights.

**Personnel** means contractors, subcontractors, consultants, suppliers, employees, agents and other persons engaged by the Party.

## 9. Intellectual Property Rights

9.1. Each party acknowledges that the ownership of and all rights in relation to Intellectual Property of either party or any third party that pre-exist this Agreement are and remain the property of that party and that there is no change to any right, title or interest in such Intellectual Property by virtue of this Agreement.

9.2. The ownership of any Intellectual Property in the Activity Materials and Materials shared, produced as a result of this Agreement vests solely in the CESP HN on its creation.

a. **Activity Material** means, in respect of the Program, any Material (including any Intellectual Property rights in that Material):

- i. created for the purpose of the Program including the materials outlining the Program in this agreement (other than Intellectual Property Rights pertaining to creation of innovative idea or services produced as an output of completing the Program);
- ii. provided, or required to be provided, to CESP HN in respect of the Program (excluding Material that is required by **Item 4-Table 1-item 6** of the Schedule and **annexure 3** provided to CESP HN in respect of the Program); or
- iii. derived at any time from the Material referred to in paragraphs (i) or (ii) of this definition;

b. **Material** means all CESP HN Program materials in this agreement, CESP HN training materials (Film, Webinar), documents, discussion papers, sketches, research reports, survey results, diagrams, and other material prepared by CESP HN during this agreement excluding any materials created by the Party, including any internal business operational policies, procedures, guidelines, or manuals for their organisation use.

Intellectual Property Rights means all industrial and intellectual property rights both in Australia and throughout the world, whether registered or not and whether now or devised in the future, and for the duration of the rights including any:

- i. Patents, copyright, registered or unregistered marks or service marks, trademarks, trade names, brand names, indications of source, or appellation of origin, registered designs and commercial names and designations, circuit layouts and database rights;
- ii. Ideas, processes, inventions, discoveries, trade secrets, know-how, computer software (both source code and object code), confidential information and scientific, technical and product information; and
- iii. Right to apply for or renew the registration of any rights.

## 10. Insurances

10.1 The Party must maintain at its own cost insurance policies with a reputable insurer to cover such risks and amounts as set out below and as per **Item 7** of the Schedule or as nominated by CESP HN from time to time and any and all liability of the Party respectively to CESP HN pursuant to this Agreement:

- i. General Public and Products Liability insurance covering legal liability to pay for personal injury and property damage arising out of or in connection with the performance of the services by the Party under this Agreement, with a limit of cover not less than the amount stated in **Item 7** of the Schedule;



- ii. Workers Compensation insurance in accordance with the requirements of, and for an amount of not less than the maximum amount specified in, relevant laws in respect of the Party's liability for any loss or claim by any person employed or otherwise engaged by it in or about the performance of the Services;
- iii. Professional indemnity insurance covering liability for any act, error or omission arising out of or in connection with the professional business practice of the Party with a minimum of coverage of the amount stated in **Item 7** of the Schedule;
- iv. Such other insurances necessary to cover the Party's obligations and risk in relation to the services, including adequate insurance to cover volunteers as per organisation requirement.

10.2 Entity insurances must cover all locations stated in the Agreement.

10.3 The Party must retain the insurances during the term of this agreement and upon request from CESP HN furnish a current certificate of insurance per Clause 10.1 (i, ii, iii, and iv).

10.4 The Party must maintain the insurance cover set out in Clause (10.1.) for a period of 7 years after termination of this Agreement in relation to insurance policies which are on a "claims made" basis.

10.5 CESP HN acknowledge the NSW Government's Treasury Managed Fund arrangements as sufficient for compliance with the insurance obligations of this Agreement.

## 11 Variation and waiver

- a. Unless this Agreement expressly states otherwise, this Agreement may only be amended in writing signed by all the parties.
- b. A provision of this Agreement may only be waived in writing signed by the person who has the benefit of the provision and who is therefore to be bound by the waiver.
- c. A waiver by one party under any Clause of this Agreement does not prejudice its rights in respect of any subsequent breach of this Agreement by the other party.
- d. A party does not waive its right under this Agreement because it grants an extension or forbearance to the other party.

## 12 Relationship between the Parties

12.1 The Party's relationship with CESP HN is that of an independent contractor.

12.2 Neither the Party nor CESP HN shall have and shall not represent that it has any power, right or authority to bind the other, or to assume or create any obligation or responsibility, whether express or implied, on behalf of the other or in the other's name.

12.3 Nothing in this Agreement shall be construed as constituting the Party and CESP HN as partners, or as creating the relationship of employer and employee, master and servant or principal and agent between the parties.

### 13 Service of notice

Unless this Agreement expressly states otherwise, any notice:

- a. must be in writing, directed for the attention of the relevant party; and
- b. must be:
  - i. delivered;
  - ii. sent by pre-paid mail;
  - iii. emailed;

to the recipient's address, email address set out in this Agreement – Schedule -**Item I**, or to the address, email address last notified by the recipient in writing.

#### 13.1 Receipt of notice

A notice given in accordance with Clause 13 is treated as having been received:

- a. if delivered before 5:00pm (in the place it was delivered to) on a business day, on that day, otherwise on the next business day;
- b. if sent by mail, on the third business day (in the place it was sent from) after posting;
- c. if sent by email when the email is relayed by outlook; and

and the notice takes effect from the time it is received (or treated as received) unless a later time is specified in it.

### 14 Governing law and jurisdiction

14.2 This Agreement and the transactions contemplated by this Agreement are governed by the law enforced by New South Wales.

14.3 Each of the parties irrevocably submits to the jurisdiction of the Courts of New South Wales and all Courts called to hear appeals from the Courts of New South Wales in respect of this Agreement or its subject matter.

**Executed as an Agreement**

**Signed for and on the behalf of EIS Health Limited**

ABN 68 603 815 818 by its authorised representative:

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer (please print)

\_\_\_\_\_  
Position Held

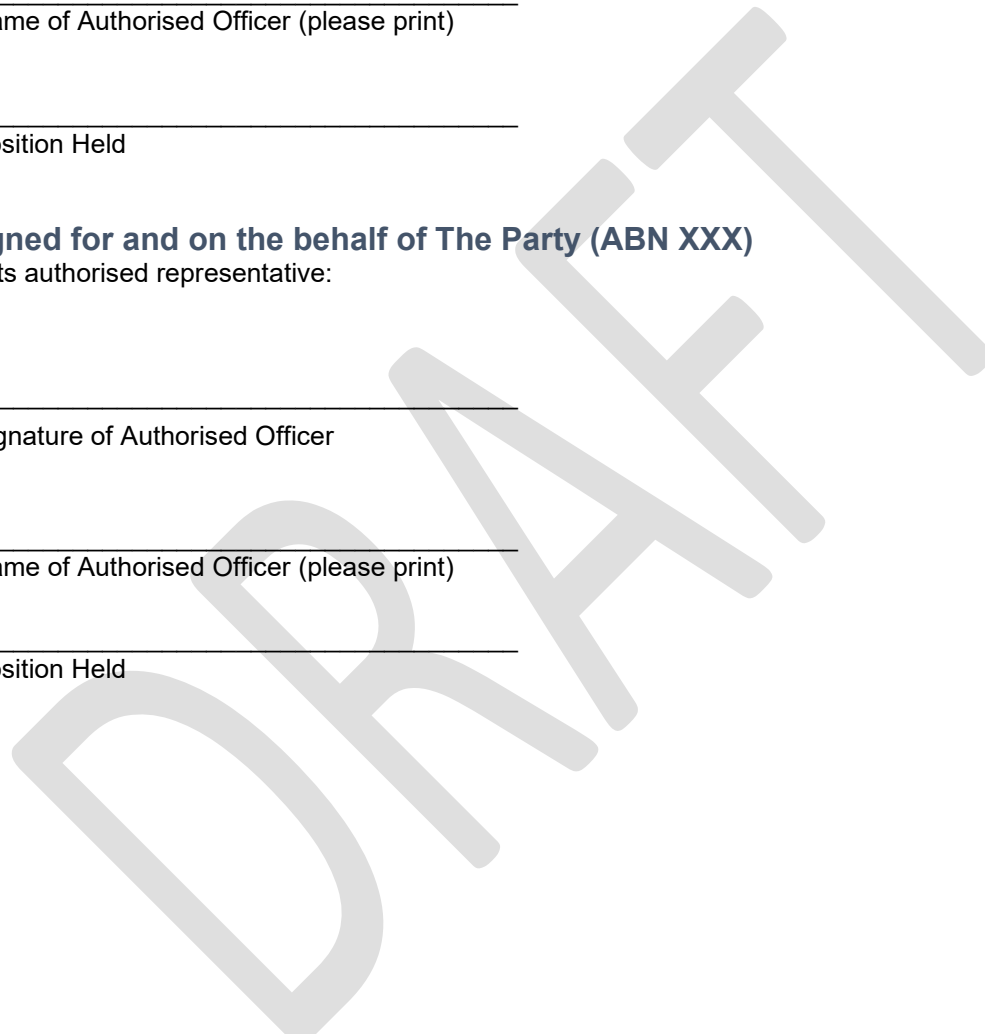
**Signed for and on the behalf of The Party (ABN XXX)**

by its authorised representative:

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer (please print)

\_\_\_\_\_  
Position Held





2. Invoicing	Invoice CESP HN per Clause 3.2 for \$8,000 and completion of Order Form- clause 2. 2.1 (a) and annexure 2	The Party	\$8,000	Enter Date
3. Payment	Pay invoice	CESPHN	\$8,000	Enter Date
4. Month 1: 1 month progress meeting.	Progress meeting	Party		Enter Date
5. Month 6: 2 month progress meeting.	Progress meeting	Party		Enter Date
6. Final Report	Invoice CESP HN per Clause 3.2 for \$2,000 balance, and submit final report (as per annexure 3)	Party	\$2,000	Enter Date
7. Evaluation	Pay invoice  Evaluation to be completed by key staff involved in the project.  (This will involve completion of a short online evaluation survey of the program)	CESPHN	\$2,000	Enter Date

**Item 5 Commencement Date**

**Item 6 End Date:** (unless extended per Clause 6 by the Party)

**Item 7 Insurances**

Public Liability - \$20 million  
Professional Indemnity- \$5 million  
Cyber liability insurance- to be assessed by the Party insurance company

All other insurances stated above must be evidenced through the provision of a valid current certificate of currency. The values stated above are required to be the value of a single incidence. It is preferred that there is no limit to the aggregate value of claims on the policy, but if there is a reference to a capped aggregate value, it must be at least double the value of the single incidence requirement listed above.

Workers Compensation - (as per legislative requirements)

**Item I: Notices**

I.1 CESP HN's Contact details for legal notices:

<b>Name</b>	Nathalie Hansen
<b>Position</b>	Chief Executive Officer
<b>Phone</b>	1300 986 991
<b>Email</b>	<a href="mailto:n.hansen@cesphn.com.au">n.hansen@cesphn.com.au</a>
<b>Postal Address</b>	Tower A, Level 5, 201 Coward St, Mascot NSW 2020

I.2 The Party's contact details and address for legal notices:

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Postal Address</b>	

I.3 CESP HN's contact details for operational, services and contract management queries:

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	

I.4 The Party's contact details and address for operational, services and contract management queries (Nominated Person):

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Postal Address</b>	

I.5 CESP HN's contact details for invoicing purposes:

<b>Entity Name</b>	EIS Health Limited
<b>ABN</b>	68 603 815 818
<b>Email</b>	"upload via Folio"

I.6 Provider contact details for Folio checklists (Nominated Person):

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	

# Annexure 1

## 1. Program activities

The Primary Care Innovation Grants – General Practice Program, general practices must demonstrate an innovative service, approach, model, process or product aligns with one or more of these focus areas:

- Delivers sustainable improvements that will enable enhanced health and wellbeing outcomes for patients
- Addresses a need or gap identified in population health data
- Increases the access and reach of vulnerable population groups
- Improves system integration and business viability
- Facilitates outreach care to community-based organisations

The general practice has selected one or more of the above and has committed to complete the activities as per the Order Form – Annexure 2.

### 1.2 Reporting

General Practices will submit a final report (approximately 2-3 pages) at the end of the activity that outlays the following items:

- i. Project summary – a brief description of the project, its goals and objectives
- ii. Innovation description – explanation of the innovation, including unique features and benefits
- iii. Development process – outline the development process, methodologies used, and any challenges faced
- iv. Team and roles – information about the team, their roles and contributions
- v. Risk Management – identification of risks and strategies implemented to mitigate them
- vi. Outcomes and impact – identify key achievements, including any measurable impact or success metrics
- vii. Future plans – next steps, any future goals and any planned improvements post this project experience

The general practice will complete Final Report -Annexure 3.

### 1.3 Evaluation

All key staff involved in the project will be required to complete a short online evaluation survey on completion of the program. The evaluation will seek feedback on the program and ask participants to reflect on their learnings and experience.

CESPHN will provide an online evaluation form to the general practice to complete evaluation.

### 1.4 Connection to LUMOS

#### What is LUMOS?

Lumos is a new partnership initiative between Central and Eastern Sydney PHN (CESPHN) and the NSW Ministry of Health (MoH) to assist practices gain a stronger understanding of their patients'

journey across the health system. This is an ethically approved program that securely links data across primary, ambulatory and acute care and has launched in February 2020 within the CESPHN region.

If the general practice is not currently connected to LUMOS, CESPHN will co-ordinate with the practice to be connected to LUMOS. This is a free licence connection for the practice.

To enable connection to LUMOS, general practice must complete a single consent form.

**Note: if your practice is not already sharing de-identified data with CESPHN via POLAR or PenCat, you will need to complete a Data Sharing Agreement to be connected to POLAR.**

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## Annexure 2

**Please note: Annexure 2 Order Form for the Primary Care Innovation Grants – General Practice is an online form. A link will be provided by CESPHN to complete Annexure 2 along with the Memorandum of Agreement.**

### Order Form Primary Care Innovation Grants – General Practice

Name of General Practice	
Address of General Practice	
Name of lead General Practitioner	
Name of project contact person <i>(The project contact person is the person who will be involved in leading the project and maintain contact with CESPHN staff.)</i>	
Project focus area selection: <ul style="list-style-type: none"> <li>• Delivers sustainable improvements that will enable enhanced health and wellbeing outcomes for patients</li> <li>• Addresses a need or gap identified in population health data</li> <li>• Increases the access and reach of vulnerable population groups</li> <li>• Improves system integration and business viability</li> <li>• Facilitates outreach care to community-based organisations</li> </ul> (Select 1 or more focus areas)	
Connection to LUMOS <i>(select yes/no if connection to LUMOS is requested)</i>	
Bank Details of Practice Account name Financial Institution BSB Account Number	

.....  
Signed by the Party's authorised personnel per Item 1.6 - Item 1- Notices

.....  
Signed by CESPHN's authorised personnel per Item 1.4 -Item I-Notices or as authorised otherwise by authorised personnel in Item 1.4.

Dated:

## Annexure 3 Final Report Reporting requirements

Project summary – a brief description of the project, its goals and objectives	
Innovation description – explanation of the innovation, including unique features and benefits	
Development process – outline the development process, methodologies used, and any challenges faced.	
Team and roles – information about the team, their roles and contributions	
Risk Management – identification of risks and strategies implemented to mitigate them	
Outcomes and impact – identify key achievements, including any measurable impact or success metrics	
Future plans – next steps, any future goals and any planned improvements post this project experience	