# Management: Project Record's Preview

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Fields marked with  ★  are required.

## Section 1

**Reflection / Project Title**  ★

**Task**  ★

| Search... | 10 items |

☐ —  Quality improvement project

☐ —  Complaint management

☐ —  Adverse / critical incident investigation

☐ —  Human resources / people management

☐ —  Financial

☐ —  Medicolegal

☐ —  Confidentiality and data protection

☐ —  Risk management

☐ —  Management / leadership training

☐ —  Educational management

*You can choose multiple tasks.*

**Scope of task - describe the nature and clinical context**  ★

**Output of task (i.e. letter, report, rota, etc.)**  ★

**Start date**  ★

**Estimated finish date**

**Evidence / references used**

**People interviewed / engaged**

**Other resources used**

**Meetings with supervisor (please include dates, detail of discussions, and outcomes of the meetings)**

**Reflection on task - What would you do differently?**

**Reflection on learning - What have you learnt about this management activity?**

**Final output document**
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