

Appendices and Supporting Documents Inclusion Format

This document provides a sample structure for presenting appendices and supporting documents in your report or submission. Each appendix is clearly labeled and referenced, with a description of its content and purpose.

Appendix A: Project Timeline

This appendix contains the detailed project timeline, including major milestones and deadlines.

Milestone	Date	Description
Project Kickoff	2024-02-01	Initial meeting and requirements gathering
Design Phase Completion	2024-03-15	Finalize all design documents
Development Complete	2024-05-30	All core features implemented
Project Closure	2024-06-28	Final review and delivery

Appendix B: Budget Breakdown

This appendix provides a breakdown of the budget allocated for each project component.

Item	Budget (USD)
Personnel	15,000
Equipment	5,000
Software Licenses	2,000
Miscellaneous	1,000

Appendix C: Supporting Documents

1. Participant Consent Form

Copy of the consent form used for all study participants.

2. Survey Questionnaire

Sample of the questionnaire distributed in the initial phase of the project.

3. Data Analysis Methodology

Description of the statistical methods and software used for data analysis.

Important Notes

- Each appendix should be referenced in the main body of the report for clarity.
- Provide clear titles and brief descriptions for every appendix and supporting document.
- Ensure all confidential or sensitive data are handled according to relevant policies.

- Order appendices according to their appearance or relevance in the report.
- Include only documents directly relevant to the content of the main report.