Title of Report  
Department Name

Date



# Executive Summary

Use this template to communicate the scope of large projects (such as the campus master plan) to executive stakeholders.

An executive summary is a synopsis or business case that precedes a report, proposal, or group of related reports. It should be written in such a way that readers can easily understand the report’s purpose and key takeaways without reading it in its entirety.

It usually contains a brief statement of the problem, proposal, or argument covered in the major document(s), background information, concise analysis, and main recommendations. It is designed so an executive can make decisions quickly without reading exhaustive background information. These headers are standard but can be modified to fit the business purpose.

(adapted from [Harvard Business School](https://hbswk.hbs.edu/archive/crafting-a-powerful-executive-summary))

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.

**Table of Contents**

[**Executive Summary 2**](#_heading=h.gjdgxs)

[**Introduction 4**](#_heading=h.30j0zll)

[**Background 5**](#_heading=h.1fob9te)

[**Recommendations 6**](#_heading=h.3znysh7)

[**Methodology 7**](#_heading=h.2et92p0)

[**Findings 8**](#_heading=h.tyjcwt)

[**Conclusion 9**](#_heading=h.3dy6vkm)

[**Appendix 10**](#_heading=h.1t3h5sf)

# Introduction

An introduction should include a problem statement, project background, and results / recommendations.

An introduction should also include a brief summary of report sections. Use sub-headings if necessary by applying the Heading 2, Heading 3, etc. to organize content within a section.

# Background

This section should detail the background and context for why the report was created or necessary.

# Recommendations

This section will identify and describe solutions or recommendations to address the problem or situation addressed in the introduction.

# Methodology

This section should describe and justify data collection methods.

# Findings

This section should describe findings that support the recommendations.

# Conclusion

This section should provide a convincing closing argument about why the reader should accept the recommendations.

# Appendix

This section contains any supporting materials, data, or documentation.