Department Name

Title of Report

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))

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# Introduction

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

An introduction should also include a brief summary of report sections.

# 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.