Executive Summary

An effective executive summary analyzes and summarizes the most important points in the paper or report, and will often make a recommendation based on research. Executive summaries are “stand alone” documents that are almost always read independently of the reports they summarize.

What is the research project and why was it conducted?
Provide a brief description of project
What is the problem or issue?
Key Questions? What is the purpose of the research?
Make recommendations for further action - both in the short-term and long-term