



Executive Summary

The professors in business administration courses may require the writing of an executive summary. The following information highlights some of the basics of what executive summaries are. Be sure to check any syllabi, textbooks, or other class information that pertains to the assignment.

What is it?

- An executive summary is a short summary of a large document.
- Make sure to be clear and concise. This is not a long report and should be about 10% of the length of the original document.
- The executive summary is written to stand on its own.
- It gives an overview of the material in the larger document to a reader who more than likely does not have time to read the larger document. The executive summary will, therefore, summarize the most important information in the larger document in a way that will be understandable to someone who has not read the original.
- It includes all of the facts and conclusions in the longer report.

Things to Include

- There must be a defined problem that is written in easily understandable terms.
- In addition to the problem, a solution must be proposed.
- Graphs and lists may be used. Since an executive summary is not an essay, it does not need to have paragraphs.
- The team mission statement.
- Needs and constraints.
- Design objectives.
- Proposed strategies.
- Project status.