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## *Executive Summary*

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The Executive Summary outlines the major findings, or bottom line, of the report and is usually between ½ - 2 pages. It should summarize the major points of the report in a concise manner that allows the reader to understand the overall implications of the report without needing to read the entire report. Paragraphs should contain meaningful and necessary information that delivers a clear understanding of the issues and challenges, results achieved, and the findings drawn from the results. Technical information should not be used in the summary as detailed information in the report is already available to the reader.

**Generally**, paragraphs included should contain the following:

- Paragraph 1: State purpose and need
- Paragraph 2: Summarize problem(s)
- Paragraph 3: Summarize the key findings
- Paragraph 4: Provide resolution(s) to the problem

What is **not** included in the Executive Summary:

- General Information
- Explanation of why you are carrying out the study.
- Inclusion of, or references to, diagrams, charts, or tables.
- Industry jargon

DOTD recommends that a third party, who is not familiar with the report and does not have a technical background, read the Executive Summary for general comprehension. This can identify if the summary is clear, concise and communicates to an unfamiliar audience the needs, issues and resolutions of the project.