

Due: (CGRI : HN

## Executive Summary

*This text is used to share the project with potential (and past) hosts, with prospective students, and others, so think of what **you** would have liked to learn about other projects as you approached the class or sought more information about past work.*

*We'd like this to be complete and polished—to stand alone. You will use this same content as the basis for your poster, and likely in your final host deliverables, so the investment will pay off! **Please write it in the past tense.** First person is OK (we will edit later to put in third person).*

***In total, the executive summary should be less than 400 words.***

*The instructions below guide your creation of the executive summary.*

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**Title:** *Maximum 8 words; e.g., Improving X at Y organization*

**Names:** *list your names, programs, and years.*

**Location:** *City, Country*

**Project Summary:** *12 words on project: what it sought to do and why. (think of this as a tagline)*

**The opportunity** *(2-4 sentences each)*

- *About the organization—overview*
- *Motivation and rationale for the project (what problem/opportunity did host seek to address?)*

**The project** *(3-5 sentences each)*

- *Scope—focus areas; objectives*
- *Work activities: convey a sense of what you did (include quantitative data where feasible, e.g. 40 in-home patient interviews over the course of 5 days)*
- *Deliverables: describe what you produced (or will produce by the end of Week 12)*

**Impact and implications** *(1-3 sentences each)*

- *Results, if any (be as specific as possible, mentioning at what point in the process they apply to e.g. within a week of the team's arrival, the first of the 17 ideas they had generated in collaboration with the nursing staff was already being tested, with early results showing a reduction in wait time of 112 minutes)*
- *Next steps for hosts – this can be forward looking, even aspirational*
- *Reflections for students*

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