

Executive Summary Guidelines

The written executive summary is a method of dissemination that students will use to present the project outcomes to the organization or practice setting where the project was implemented. This document will be 1-2 pages long and the format of the document will include:

- Description of the current status and why change was needed
- Presentation of the project details and how it aligns with the organization's goals, and objectives, mission, vision, and values
- Implementation process
- Evaluation metrics
- Project outcomes as related to metrics
 - Clinical
 - Financial
 - Satisfaction
 - Other as identified in the evaluation plan
- Sustainability
- Implications