## Handout: Executive Summary

In order to be successful writing an executive summary, your document should leave your reading audience with the following understanding:

* Nature of the subject
* Essential points
* Decisions needed
* Alternatives with cost and benefits
* Your recommendations
* Sources of additional information

Here is a brief outline of what should be included in your executive summary:

* Title page
  + title
  + version
  + author(s)
  + abstract (very brief)
* Body
  + Every page has a footer with the following elements:
    - subject
    - version
    - author(s)
    - running page number *and* total number of pages
    - The title page is page 0 (or more properly, page i).
* References