## 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