Five key components of a project summary

1. Problem description and significance in clear statements.

2. (Prior) state of the art (SOTA): existing knowledge, methodologies, limitation or gaps; formally cite credible and updated sources with a bibliography.

3. The objective and method of this particular project: a novel approach, or a novel interpretation, understanding or use of existing approaches.

4. Results. On analytical results, clarify conditions and conclusions. On experimental results, specify metrics and design plots, tables, maps or images for overview. On program products, deliver clean, well-documented, working codes.

5. Conclusion & discussion: a summary of key findings, including advances made, remaining limitations, or lessons learned (in learned lessons, we turn negative results to positive experience and knowledge).

   Acknowledgement. Formerly acknowledge others for critical guidance, suggestions, comments and help, or funding, in brief statements.

The key elements also apply to a summary slide presentation. Check the listed key items before submitting a project summary. In addition to the problem and solution, a project summary also reflects the author's scholarly knowledge, aptitude, skills, experience and integrity.