### **Executive Summary: [Your Company Name] <> [Their Company Name]**

**Created By:** [Champion’s Name], [Key team members] —------> Showcases team efforts.

**Date:** 15th April 2024

**Objective**

To share insights from the detailed evaluation of ……<software product/ services>……. impacting our …<department>……. operations. This costs our company …………$$$........ and ……… so on.

### **Problem Statements**

* #1 Pain Points - Impact on Overall Business Performance
* #2 Pain Points - Impact on Revenue
* #3 Pain Points - Impact on Team/Operations

### **Proposed Solution**

* Address the above pain points and highlight a proposed solution for each line item.
* . . . . . .
* Don’t forget to add an estimation around the timeline (towards the end).

### **KPIs and Business Metrics**

* Share overview around Current Process vs Proposed Solution from the KPI achievement standpoint.
* Showcase estimated %age efficiency improvements: **Money + Time + Process Efficiency**

### **Future Enhancements/What will still be left?**

* This is a tricky section to be kept in the Executive summary while the goal of this document is to seek approval for a proposed solution. You and your champion know better whether this should be highlighted during the leadership meeting. (This should not include any P0 line item).

### **Investment Ask**

* Put a dollar value. (Take into consideration the contract tenure and additional overhead expenses that might come up in the future. A good practice is to keep some buffer.)

### **Vendor Details/Collaterals**

* Attach Company Deck, Commercial Proposal, SOW or any other relevant document.