**tep 1:** How to write an executive summary.

**Consider the key elements of an executive summary:**

Next

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Panel 1 of 5

**Project focus:**identify the business/organisation needs driving the project, and provide justification for the focus of the project.

Do your own online research to find good and bad examples of project executive summaries. Take notes and consider whether there are any other elements you would add to an executive summary.

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Panel 1 of 5

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**Project goals and scope:** list the project goals, and outline the scope of the project.

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**Key project findings:** what have you discovered during the course of the project, in terms of issues facing the business/organisation, and potential benefits of future project work.

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**Project deliverables:**This section enumerates the results of the project and what has been added to the inventory in material procurements and knowledge.

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