

# Practice Peer-graded Assignment: Activity: Draft an executive summary

## Review fellow learners

Congrats on submitting your assignment! Your peers can now review it and give you constructive feedback. You can do your part and help other learners complete this course by giving reviews.

**Review  
assignments**

## Instructions

## My submission

## Peers to review

Some of your fellow learners have submitted their reviews anonymously. All names are still visible to course instructors.

## Discussions

## Draft an executive summary for an impact report on Sauce & Spoon's tablet rollout

Submitted on June 5, 2023


[Shareable Link](#)

### PROMPT

Before submitting your executive summary, check it to make sure it meets the following criteria:

- The executive summary describes the project vision. **(1 point)**
- The executive summary includes two key accomplishments. **(2 points)**
- The executive summary includes two lessons learned. **(2 points)**
- The executive summary includes two next steps. **(2 points)**

The executive summary may be submitted as a Google Slides file or a downloadable file (.ppt, .pptx or .pdf).

If submitting the executive summary as a Google Slides file, enter the URL below. You may also include an optional title or caption. **Please make sure to check the sharing settings to confirm your peers have "view" access. If your file settings are not accessible to everyone, you may not receive a passing grade.** For more support on sharing settings, you can visit [this resource](#) .



#### PROMPT

If submitting the executive summary as a .ppt, .pptx or .pdf file, upload your document below.

**Note: To upload a file, you must also enter a value into the URL box above. Type “https://www.com” into the URL box to ensure your file uploads successfully.**



Draft an executive summary for an impact report on Sauce & Spoon’s tablet rollout

[Draft an executive summary for an impact report on Sauce & Spoon’s tablet rollout](#) 

**OVERALL ASSIGNMENT RUBRIC**

The executive summary describes the project vision.

- ☐ 0 points  
The executive summary does not describe the project vision.
- ☒ **1 point**  
The executive summary describes the project vision.



KA

The executive summary includes key accomplishments.

- ☐ 0 points  
The executive summary includes no key accomplishments.
- ☐ 1 point  
The executive summary includes one key accomplishment.
- ☒ **2 points**  
The executive summary includes two key accomplishments.



KA

The executive summary includes lessons learned.

- ☐ 0 points  
The executive summary includes no lessons learned.
- ☐ 1 point  
The executive summary includes one lesson learned.
- ☒ **2 points**  
The executive summary includes two lessons learned.



KA

The executive summary includes next steps.

- ☐ 0 points  
The executive summary includes no next steps.
- ☐ 1 point  
The executive summary includes one next step.
- ☒ **2 points**  
The executive summary includes two next steps.



KA

Provide constructive feedback for your classmate on their submission. Below are some guidelines and examples of good feedback to help you leave constructive comments for your peers.

When giving feedback, consider:

- Leading with positive feedback
- Providing a balance of positive and actionable feedback

- Sticking to information-specific, issue-focused, and observation-centered comments

Examples of good feedback:

- “Great executive summary! You sum up all the topics in the impact report concisely and thoroughly. I think you could have said more about the sales numbers, though.”
- “You did an excellent job of telling the story of the project, and I think it’s easy to get a sense of what the team accomplished from your summary. The only suggestion I would have is perhaps to include more specifics or data points.”



You did an excellent job of telling the story of the project, and I think it’s easy to get a sense of what the team accomplished from your summary.



**Kandedura Arachchilage Buddhika Sajeewan Abeyrathne**

Superb!

**Start new  
attempt**

## Comments

Comments left for the learner are visible only to that learner and the person who left the comment.

KW

Share your thoughts...

