EXECUTIVE SUMMARY TEMPLATE

Contact Information:
Team Leader:
Phone:
Email:

Team Members:

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<tr>
<th>Name</th>
<th>Contact Info</th>
<th>Major</th>
<th>Current Year in School</th>
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Advisor: (optional)

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<th>Name</th>
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Project Title:

Overview of issue/problem being address:
- State the problem addressed by the team’s solution.
- How significant is the problem?
- Who is affected by the problem?
- Why is it important to solve this problem?

Overview of opportunity:
- Demonstrate your knowledge regarding the opportunity associated with addressing this problem.
- How many people are affected by this problem?
- How is this problem currently addressed? By who?
- Review existing solutions available? How are they solving the stated problems?
- Why is your team uniquely qualified to address this problem?

Description of team’s solution:
- Describe the proposed solution.
- Why did your team choose to pursue this solution?
- What is the innovative idea behind the solution to address the stated problem?
- What is the difference between the existing solutions and the team’s solution?
- How will you sustain your solution?
- What are the costs and benefits associated with your solution?

Analysis of the solution's feasibility and resources:
- Identify the resources (i.e. physical, knowledge, human, and financial) and budget required to develop and implement the solution.
- How will these resources be acquired and used?
- Lay out the road map to implement the solution including key milestones, risks and risk mitigation techniques.