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| **How to Write a Capstone Executive Summary** |

Use the blank template in Microsoft Word that is provided for you in the Unit 5 assignment area to ensure that you discuss and present all of the required information in your Capstone Executive Summary.

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| **An Executive Summary is not 🡪** | * An abstract * A [preface](https://dictionary.cambridge.org/us/dictionary/english/preface) * A random collection of bullet points |

**Purpose of an Executive Summary**

An executive summary condenses an entire research paper or project into a 1 or 2 page document. Many executives do not have the time to read an entire technical report, so an executive summary provides them with an overview of the entire project. A summary might be the only document that an executive reads – and he or she may use it to make important decisions, such as deciding whether or not to fund projects, make policy changes or decisions, hiring personnel, etc. Decisions are sometimes made based entirely on what is presented in a [condensed](https://dictionary.cambridge.org/us/dictionary/english/condense) executive summary.

An executive summary is designed to be a stand-alone document. It allows an executive to understand the research project, without having to read the entire technical report. The summary should provide just enough information, that is extracted from the full report, to allow an executive to understand the full report, without actually having to read it. Your Unit 5 executive summary will describe how your Capstone recommendation(s) may [ameliorate](https://dictionary.cambridge.org/us/dictionary/english/ameliorate) the issue(s) or problem(s) that you identified in your Unit 4 Capstone paper.

**Discuss the following in your Capstone Executive Summary (1-2 pages):**

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| 1. **Purpose** 🡪 What is the purpose of your Capstone project?  Are you trying to make a policy change in criminal justice?  Exactly what are you trying to do? Make your purpose clear for the executive to understand. |
| 1. **Problem** 🡪 Exactly what issue needs to be addressed – and why is it a problem? |
| 1. **Problem Analysis**🡪 What can be changed, mitigated or improved? |
| 1. **Results of analysis** 🡪 After you reviewed the literature in your Unit 4 assignment, what did you discover?  During your analysis, did you use [observational methods](https://examples.yourdictionary.com/examples-of-observation.html) or other research techniques to form your professional assessments? |
| 1. **Recommendations** 🡪 Are there specific things that can be done to change, mitigate or improve the situation?  How will that help? |

Use clear language to present your case.   Do not introduce new information that is not already discussed in your previously submitted Unit 4 Capstone paper.  Your Unit 5 executive summary should be written in paragraph form. Bullets may be included, but they should not be overused.