

Action Team Report, Presentation, and Executive Summary

Each team should reproduce 3 copies of their Action Team Report following the outline indicated. All 3 copies are to be bound in the 3-ring binders provided, using the tabs for division of the sections. The Professional Development Department will be available on Wednesday, April 26, to assist teams in merging the documents and creating the final presentation materials.

Your team's presentation time on May 3rd is: _____.

The team will have a maximum of one hour for the presentation which must include ample time for the Steering Committee to ask questions about your proposal and recommendations.

For the presentation the team should be prepared with the following:

- 3 copies of the complete report
- A PowerPoint presentation summarizing the main sections of your report and using any charts and tools which will assist in the clarification of your proposal and recommendations.
- An Executive Summary of your report. This is a brief summary of your report targeted to give the reader an understanding of your proposal with reasons for your conclusions and recommendations.
 - The Executive Summary is the only handout you will distribute to the Steering Committee members. You will need 18 copies for distribution.
 - 2 pages maximum, Times New Roman, 12 point type, double spaced, 1.25 inch margins.
- Form 9.3
- Gantt Chart

Resources:

How to Write an Executive Summary

http://www.ehow.com/how_16566_write-executive-summary.html

The Executive Summary

http://oregonstate.edu/dept/eli/buswrite/Executive_Summary.html

Good and Poor Examples of Executive Summaries

<http://unilearning.uow.edu.au/report/4bi1.html>

Executive Summaries Complete the Report

G. Jay Christensen, California State University Northridge

<http://www.csun.edu/~vcecn006/summary.html>

Crafting a Powerful Executive Summary

John Clayton, Working Knowledge, Harvard Business School

http://hbswk.hbs.edu/pubitem.jhtml?id=3660&t=career_effectiveness