

Introduction Intended vs. Actual Outcomes Findings & Recommendations Closeout Checklist Executive Summary

## One Page Executive Summary

## Why is this tool important?

The one-page executive summary is meant to provide a quick overview of the project that can be easily shared and understood by stakeholders. This tool can be utilized in at least three different ways throughout the initiative lifecycle

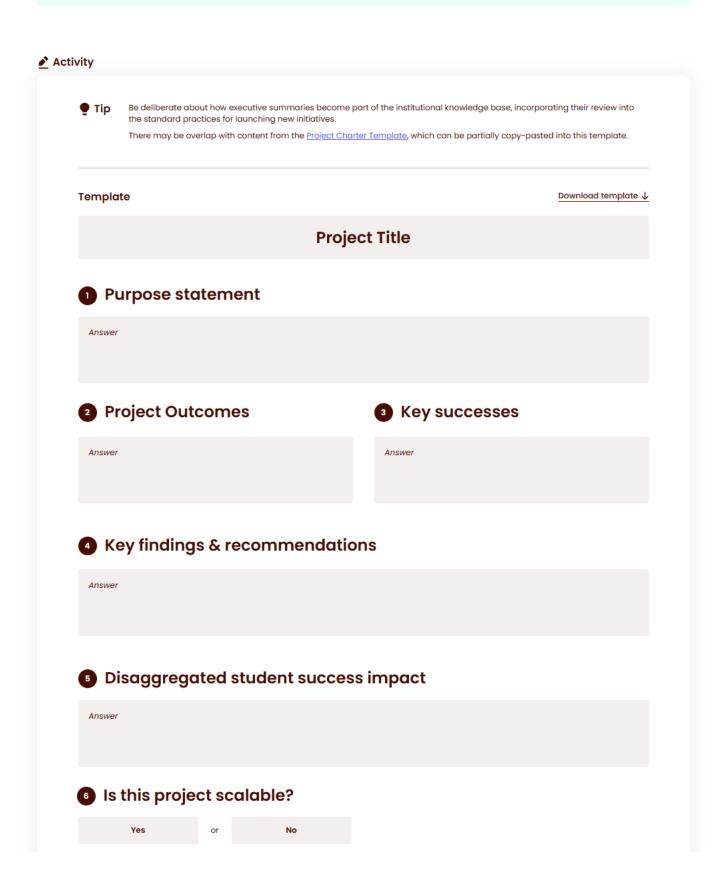
If created during an initiative in place of a full charter, the one-page executive summary helps gather the most relevant details of the initiative, such as the title, goals, and key contacts. This allows you to start building an inventory of ongoing initiatives, ensuring that critical information is documented early on.

When developed during the after-action review process at the end of the initiative, the one-page executive summary serves as a culmination of the insights gained from all other activities and guides in the After Action Review. By following the steps outlined in the toolkit, you will be able to complete the summary with a comprehensive reflection of the project

Before launching new initiatives, it's essential to review the inventory of past projects and research similar work that has been done (see Research Overview). Utilizing these summaries as a recourse for learning allows you to reflect on previous successes and challenges, helping to inform and shape the approach of new projects.



Take the time to discuss each section of the executive summary, especially when addressing project failures. Honest reflection on mistakes is key to learning and improving. To foster this environment, incentivize team members to openly discuss errors rather than hide them.



7 Team contact information			
lame	Role	Email	Other
8 How	to get full report/do	ocumentation	
Answer			
<b></b> Keyv	ords (for repositor	y of initiatives)	
Answer			
pe	To avoid random tagging, establish a 'dictionary' of keywords or 'rules of engagement.' For example, require at least five key tager initiative, covering areas such as initative target group, stakeholders, impact measurement/data categories (e.g., enrollment retention, reputation), and relevant departments or institutions		

Reasons Answer