The Executive Summary - A written "elevator pitch"

An executive summary introduces the main points of an in-depth report as a short, readable, jargon-free document. It is not intended to be a substitute to developing a complete solution (or in many cases, writing a full paper); rather it should entice a reader to look further into a result.

An effective executive summary will contain the following elements (often in the order listed below):

- Introduction to the problem.
    - What *exactly* are you modeling? Be precise in explaining the question you are answering.
    - Why does this model matter? Provide background information that motivates your work.
- Explanation and, if possible, justification of major assumptions used to solve the problem.
- Description of the model (or models!)
    - Keep this short – try to avoid technical jargon – if someone is really interested you can explain details at a later date/in a more in-depth format.
    - It's appropriate to mention an important function, mathematical concept, or idea.
- Results and analysis.
    - In the real world *results* take many forms and are rarely singular or definitive.
    - Consider including an easily understood, properly labeled table, graph, or picture.
    - When, why and how is your solution relevant? Or significant?
- Discussion of your model's limitations
    - Which assumptions were more (or less) important?
    - Which parameters were oversimplified?
    - What could be accomplished in the future? Or with additional time?

Unless directed otherwise, please keep this written narrative to one side of one page. For the purposes of our class you are allowed (and encouraged!) to submit an additional page containing graphics. Appropriately chosen graphics (e.g. charts, graphs, pictures, etc.) can highlight multiple outcomes, show the results of sensitivity analysis, and more! Use this space wisely.

While not part of the Executive Summary, you should also create a document listing all the resources you used to arrive at your result. There are no page limitations for this document.