

**Purdue University Northwest, College of Nursing
DNP Program**

Executive Summary Template for Practice Inquiry Projects

Tips:

- One page
- Crystal clear writing—ie active voice, use the first person to help (after all, you did this, take credit!)
- Write for readers who have not been dwelling in your world
- Bullet points ok
- Less formal writing style
- Figure out why you would be giving an executive the summary, eg:
 - Implications for future policy
 - Taking accountability for investment in the project
 - Influencing for investment in expanding the project

Structure

Summary (2-3 sentences)

If the reader only reads the first paragraph, he/she will know what the problem was, what you did and why, what happened because of the intervention

Background (brief and mainly about the problem)

- Problem statement, etiology and significance
- Pre-intervention data supporting the problem

Intervention (aligns with evidence of the paper)-order in a way that reads best

- Who
- What
- How (ie, implementation)
- Why
 - the evidence strength for both “what” and “how”-eg, systematic reviews support....
 - Context and stakeholders influenced how you did it this way (no more than a sentence or two)

Results (some executives will skip from the first sentence to results-so make it count and make it pack a punch)

- Outcomes changed how
- So what? –eg, impact on pts, cost, etc

Implications-what’s next-no more than 2-3 sentences

- Should policy change?
- Should the project expand?
- Is there some other implication?