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?