ME 481
Mechanical Engineering Design Projects

Final Report Executive Summary

The ME 481 teams’ final report needs to begin with an Executive Summary. It should be no more than 2 pages. Here’s a description provided by our in-house communication expert, Craig Gunn.

Executive Summaries

The executive summary boils all the work that you have done into the briefest document that you can make. It will contain information that an individual who may not have all the technical expertise will need to make a clear decision on the work that you have done. It reduces all that work to the plain facts. It must describe the key elements of your work in non-technical language. You go straight to the point with concise language. The executive summary focuses on the managerial side of business not the technical side. It should contain the following information:

1. The background of the situation or the problem
2. Proposed solution to the problem
3. Implications of solution
4. Conclusions
5. Recommendations

If you have constructed abstracts before you will see a similarity. Both pieces of text utilize only a short space. They rely upon concise clear language to focus the reader's attention on what is being investigated, what has been done, the conclusions that this work has produced, and the course of action to be taken. In many cases, this will be the only text that is read before a decision is made to proceed on or call a halt to further action. With that understanding you will need to spend a great deal of careful time in preparing either the abstract or the executive summary.