**Executive Summary Outline**

**Program:**

**Description of Program/Background Information:**

**Important Findings:**

**Strengths (Please itemize each strength):**

**Weaknesses (Please itemize each weakness):**

**Executive Summary Outline (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommendations** | **Priority** | **Action Timetable** | **Person(s) Responsible for Action of Recommendation** | **Background Information** | **Estimated Cost** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |