

EVALUATION OF THE STATE HIE COOPERATIVE AGREEMENT PROGRAM Final Report: Executive Summary MARCH PRESENTED TO: Matthew Swain. The Office of the National Coordinator.

This summary scored full marks. It contains all of the expected stages words. Sub stage Text Overview and project aim This project involved the design and construction of a Rube Goldberg device - an excessively complex system of chain reactions engineered to complete a relatively simple task. The primary aim of the task was to design and construct such a device which functioned to successfully trigger a party popper after exactly sixty seconds of operation, including a range of energy transfers between components of the device. Outline of Process and Planning stage Initially, individual components of the device were designed separately. Team members brainstormed and integrated ideas for components. Sketches were created and discussions were held regarding the proposed function of the components and the overall device. Outline of initial design stage and prototype testing Following development of these designs, some components were constructed and tested both individually and in combination with other components. Early prototypes of these components included the use of pendulums, pulleys and marbles on ramps. Outline of evolution of the device and modifications After testing of prototypes, the device was modified to improve efficiency and overall functionality. In order to meet the time criterion and to include a sufficient number of energy transfers, additional components were added during early testing of the prototype device, such as the inclusion of dominos and a spiral ramp. Outline of construction and testing of final device including issues and changes Statements about final state of device In construction of the final device, some changes were made to improve stability, reliability and effectiveness. Supportive timber structures were added to the final device to provide a rigid, stable frame for components, while a stable wooden board was used as a base. Similarly, some materials used in the prototype were replaced with stronger, longer lasting materials. A number of existing components were arranged on and around this frame. The method of triggering the popper was also altered in the final device, with a weighted trapdoor attached to the string of the popper. Summary of results The average operating time in testing of the final device was Tests conducted on the final device also yielded consistent results in terms of functionality and time taken for the party popper to be triggered effectively. Outline of predicted competition result As such, the performance of the device during formal assessment is expected to be successful, and of a similar time, providing no damage or unknown alterations occur prior to the final competition. It reads more like an outline of the Table of Contents and contains no detail of each of the sub-stages. Outline of all stages This report will outline the different elements that the group X considered when they designed a prototype Rube Goldberg device for the Penny Project. The report covers 5 parts of the project: The marker commented that this executive summary words is too similar to an introduction and is missing a statement of the final state of the machine. It would have scored higher marks if more sub stages were present and if the summary was in a better logical order as in: Sub stage Text Overview and project aim A Rube Goldberg machine is a highly intricate and over-engineered machine that carries out a menial task, such as turning on a light. The Penny Project requires that a working Rube Goldberg machine is constructed. The goal of the machine is to trigger a party popper seconds after the machine is started. Outline of final design Our team X have developed an intricate design that not only triggers the party popper after a series of kinetic exchanges, but also reveals two cards with the name of our team and sets off a horn. A safety report was drawn up and consulted before work began. Outline of prototype testing Construction was efficient and quick with most of the prototype being completed in 2 days work. This prototype was changed over the next week to the current working device.

Chapter 2 : NACA® Research Grants - Executive Summary/Final Report

This report of the Head Start Impact Study is the result of several years of design, data collection, and analysis. We gratefully acknowledge the contributions and dedication of individuals and organizations in the preparation and production of this report.

Executive Summary Financial Markets and Transparency One of the essential functions of financial markets is to price risk to support informed, efficient capital-allocation decisions. Accurate and timely disclosure of current and past operating and financial results is fundamental to this function, but it is increasingly important to understand the governance and risk management context in which financial results are achieved. The financial crisis of 2008 was an important reminder of the repercussions that weak corporate governance and risk management practices can have on asset values. This has resulted in increased demand for transparency from organizations on their governance structures, strategies, and risk management practices. Without the right information, investors and others may incorrectly price or value assets, leading to a misallocation of capital.

Financial Implications of Climate Change One of the most significant, and perhaps most misunderstood, risks that organizations face today relates to climate change. While it is widely recognized that continued emission of greenhouse gases will cause further warming of the planet and this warming could lead to damaging economic and social consequences, the exact timing and severity of physical effects are difficult to estimate. The large-scale and long-term nature of the problem makes it uniquely challenging, especially in the context of economic decision making. Accordingly, many organizations incorrectly perceive the implications of climate change to be long term and, therefore, not necessarily relevant to decisions made today. The potential impacts of climate change on organizations, however, are not only physical and do not manifest only in the long term. To stem the disastrous effects of climate change within this century, nearly all countries agreed in December 2009 to reduce greenhouse gas emissions and accelerate the transition to a lower-carbon economy. The reduction in greenhouse gas emissions implies movement away from fossil fuel energy and related physical assets. This coupled with rapidly declining costs and increased deployment of clean and energy-efficient technologies could have significant, near-term financial implications for organizations dependent on extracting, producing, and using coal, oil, and natural gas. While such organizations may face significant climate-related risks, they are not alone. In fact, climate-related risks and the expected transition to a lower-carbon economy affect most economic sectors and industries. While changes associated with a transition to a lower-carbon economy present significant risk, they also create significant opportunities for organizations focused on climate change mitigation and adaptation solutions. For many investors, climate change poses significant financial challenges and opportunities, now and in the future. At the same time, the risk-return profile of organizations exposed to climate-related risks may change significantly as such organizations may be more affected by physical impacts of climate change, climate policy, and new technologies. Both investors and the organizations in which they invest, therefore, should consider their longer-term strategies and most efficient allocation of capital. Organizations that invest in activities that may not be viable in the longer term may be less resilient to the transition to a lower-carbon economy; and their investors will likely experience lower returns. Compounding the effect on longer-term returns is the risk that present valuations do not adequately factor in climate-related risks because of insufficient information. As such, long-term investors need adequate information on how organizations are preparing for a lower-carbon economy. Furthermore, because the transition to a lower-carbon economy requires significant and, in some cases, disruptive changes across economic sectors and industries in the near term, financial policymakers are interested in the implications for the global financial system, especially in terms of avoiding financial dislocations and sudden losses in asset values. Given such concerns and the potential impact on financial intermediaries and investors, the G20 Finance Ministers and Central Bank Governors asked the Financial Stability Board to review how the financial sector can take account of climate-related issues. As part of its review, the Financial Stability Board identified the need for better information to support informed investment, lending, and insurance underwriting decisions and improve understanding and analysis of

climate-related risks and opportunities. Better information will also help investors engage with companies on the resilience of their strategies and capital spending, which should help promote a smooth rather than an abrupt transition to a lower-carbon economy. Task Force on Climate-related Financial Disclosures To help identify the information needed by investors, lenders, and insurance underwriters to appropriately assess and price climate-related risks and opportunities, the Financial Stability Board established an industry-led task force: The Task Force was asked to develop voluntary, consistent climate-related financial disclosures that would be useful to investors, lenders, and insurance underwriters in understanding material risks. The member Task Force is global; its members were selected by the Financial Stability Board and come from various organizations, including large banks, insurance companies, asset managers, pension funds, large non-financial companies, accounting and consulting firms, and credit rating agencies. In its work, the Task Force drew on member expertise, stakeholder engagement, and existing climate-related disclosure regimes to develop a singular, accessible framework for climate-related financial disclosure. Large asset owners and asset managers sit at the top of the investment chain and, therefore, have an important role to play in influencing the organizations in which they invest to provide better climate-related financial disclosures. In developing and finalizing its recommendations, the Task Force solicited input throughout the process. First, in April, the Task Force sought public comment on the scope and high-level objectives of its work. As the Task Force developed its disclosure recommendations, it continued to solicit feedback through hundreds of industry interviews, meetings, and other touchpoints. Then, in December, the Task Force issued its draft recommendations and sought public comment on the recommendations as well as certain key issues, receiving over responses. Section E of the final report contains a summary of key issues raised by the industry as well as substantive changes to the report since December. Disclosure in Mainstream Financial Filings The Task Force recommends that preparers of climate-related financial disclosures provide such disclosures in their mainstream i. In most G20 jurisdictions, companies with public debt or equity have a legal obligation to disclose material information in their financial filings—including material climate-related information. The Task Force believes climate-related issues are or could be material for many organizations, and its recommendations should be useful to organizations in complying more effectively with existing disclosure obligations. In addition, disclosure in mainstream financial filings should foster shareholder engagement and broader use of climate-related financial disclosures, thus promoting a more informed understanding of climate-related risks and opportunities by investors and others. The Task Force also believes that publication of climate-related financial information in mainstream annual financial filings will help ensure that appropriate controls govern the production and disclosure of the required information. Importantly, organizations should make financial disclosures in accordance with their national disclosure requirements. If certain elements of the recommendations are incompatible with national disclosure requirements for financial filings, the Task Force encourages organizations to disclose those elements in other official company reports that are issued at least annually, widely distributed and available to investors and others, and subject to internal governance processes that are the same or substantially similar to those used for financial reporting. Core Elements of Climate-Related Financial Disclosures The Task Force structured its recommendations around four thematic areas that represent core elements of how organizations operate: The four overarching recommendations are supported by recommended disclosures that build out the framework with information that will help investors and others understand how reporting organizations assess climate-related risks and opportunities. In addition, there is guidance to support all organizations in developing climate-related financial disclosures consistent with the recommendations and recommended disclosures. The guidance assists preparers by providing context and suggestions for implementing the recommended disclosures. For the financial sector and certain non-financial sectors, supplemental guidance was developed to highlight important sector-specific considerations and provide a fuller picture of potential climate-related financial impacts in those sectors. The Task Force recognizes the use of scenarios in assessing climate-related issues and their potential financial implications is relatively recent and practices will evolve over time, but believes such analysis is important for improving the disclosure of decision-useful, climate-related financial information. The Task Force expects to advance the quality of mainstream financial disclosures related to the potential effects of climate change on

organizations today and in the future and to increase investor engagement with boards and senior management on climate-related issues. Organizations already reporting climate-related information under other frameworks may be able to disclose under this framework immediately and are strongly encouraged to do so. Those organizations in early stages of evaluating the impact of climate change on their businesses and strategies can begin by disclosing climate-related issues as they relate to governance, strategy, and risk management practices. The Task Force recognizes the challenges associated with measuring the impact of climate change, but believes that by moving climate-related issues into mainstream annual financial filings, practices and techniques will evolve more rapidly. Improved practices and techniques, including data analytics, should further improve the quality of climate-related financial disclosures and, ultimately, support more appropriate pricing of risks and allocation of capital in the global economy. The Technical Supplement that outlines the use of scenario analysis can be found [here](#).

Chapter 3 : iWrite - Executive Summary examples

and related impact assessment - final report executive summary Page 3 of 22 Extensive summary of the final report of the technical study ^Support for setting up a Smart Readiness Indicator for buildings and related impact assessment1 Verbeke S., Waide P., BettgenhÄuser K., Uslar M.; Bogaert S. et al.

Executive Summaries Provide the Essence Executive summaries complete the report, whether an analytical report memo or whatever. Executive summaries are the parts of the reports that are read first. Readers may not even get to the detail in your report. They read the executive summaries to see if the rest of the report is worth reading. Sometimes the executive summary is called an Abstract. You usually find that designation in scientific papers and academic efforts. You can also call the Executive Summary simply a Summary. If you call the Executive Summary a precis, you are probably misnaming it. A precis is usually a sentence summary. Abstracts Differ from Executive Summaries Abstracts differ from executive summaries, because abstracts are usually written for a scientific or academic purpose. You see abstracts related to scientific lab reports. You see abstracts related to databases, where a summary or abstract of the article is given. First, prepare a topic sentence that encompasses the entire article or whatever you are summarizing. Next, prepare two or three subordinate sentences that support your main idea or topic sentence. Then, tie everything together with transition and logic. That is a well-written abstract. You say what you have to say, and stop. The executive summary will probably be one or one and one-half pages by the time you finish writing. The executive summary will appear after the transmittal memo and just before the first page of the analytical report memo. In the executive summary you will probably want to put the Issue Problem and Purpose in the first paragraph. The Scope and Limitations as well as the Alternatives Procedures will go in the next paragraphs. The Significant Considerations, Analysis, and Decisions will comprise the final paragraphs. Normally, your executive summary with double spacing will run about one to one-half pages of copy. You should make sure you only put in significant Considerations, Analysis, and Decisions. Proportionate Spacing Is Devoted to Executive Summaries Business writing students often ask this question about executive summaries: How long should they be? Here, you have to think about proportion of the summary to rest of the report or document. For example, in a five-page analytical report memo, you probably would devote one to one and one-half pages to the summary. Think of the length of this two-year prepared report: This document would prove essential in the days and weeks after our report came out, as it was often the reference point for members of Congress and their staff during hearings on our recommendations. If I have a page report, how long should the executive summary be? You are probably saying: With that thought, I will provide you such a document: Working parents at B. Insurance Agency need to care for their children. What benefits can be obtained from the employer and employees by encouraging B Insurance Agency to provide a daycare center during working hours? Child care programs can benefit employers by decreasing absenteeism, providing higher productivity, and having a lower turnover rate. Developing a program at work can make it easier for parents to balance their work and family responsibilities at B Insurance Agency. This report involves Thousand Oaks, possible child care, and an insurance company called B. Surveys are given to employees, and three interviews occur with a working parent and two managers. The 19 completed surveys indicated if employees have child care needs and what these needs are. The survey also specified how the company is affected. Nine employees 47 percent missed a full day during the past six months because of child care difficulties or because the child was sick. Ten 53 percent employees had a minor problem with the ability to do the job well and the level of stress experienced. Twelve employees 63 percent think one of the most important requirements is the need for more employees than ever before to handle child care while they work. Unscheduled absenteeism reported to supervisors as being caused by illness or personal problems, in some cases, caused the underlying difficulty with child care. Difficulty with child care is considered to be the third largest cause of absenteeism in the company. Tardiness provided sufficient cause for nine employees from commuting delays because child care is inconveniently located. For this selected sample, respondents support and prefer care to be located at or near work. Child care programs can be an effective management tool that serves the goals of both the company and

the program participants as well. Company centers are one of the more expensive options for employers, but these centers represent the greatest potential for solving a wide variety of child care needs if properly designed. Setting up a daycare program on site at B. Insurance Company can be accomplished as a non-profit organization with a board of directors consisting of parent and company representatives. The previous executive summary is well written, but it has some flaws that should be noted. In the Analysis "For this selected sample. That will further make the Decisions or Recommendations "Setting up. Of course, many sentences that have "is" and "are" need power verbs. For example, the sentence starting "The scope of this report is. Insurance Agency located in Thousand Oaks and its attempts to establish a daycare center. Did you note that the executive summary did not start with the question? It started with the theme and perspective to prepare the reader for the problem question. Did you read how strongly worded and clearly stated was the problem question? The problem question still remains the heart of the report, including the executive summary. All main sections of the report were covered in the previous executive summary. Only the major percentages of significance were included in this executive summary. The reader can look at this executive summary without even reading the report. Executive summaries demand special attention. The first sentence must grab and keep the reader. You cannot afford to start your executive summary with one of the following approaches: The purpose of the report The problem question All kinds of background to the report. The executive summary demands your best thinking. When you complete your executive summary, you have one more summary to write. You start with an introductory sentence, such as: The following points are ascertained from this report: You are now faced with what to write. You can have only four major points of your entire executive summary. I would urge you to write the following: The following major points can be ascertained from the report: Stronger tutorial programs can benefit students by increasing their confidence in math, providing an environment that will stimulate learning. Providing students with extensive study groups will help students pass remedial math courses. Seventy-nine percent of remedial students are able to complete requirements in a year. Minority students are considerably affected by Executive Order Do you see how the writer has tried to place major recommendations and considerations in the four bulleted points? Did you notice how the writer effectively used an introductory sentence? Did you notice how the writer wrote a "summary" within a summary with the use of bullets? Now, take the following example and tell how the writing could have been improved. With current personnel and five days of awareness meetings on the importance of collections as well as monthly updates, the campus newspaper can certainly achieve a fail-proof collections department. Quick growing service industry Proper collections prove to increase cash flow. Eliminating customer loopholes Five days with monthly update seminars in-house By setting up the proper correction at minimal cost to the company, past-due collections can be virtually eliminated. You now have told the essence of the report. You have written a summary within a summary. You have told the essence of your report in case the reader never reads every word of the summary. You bullet the main points to make them stand out. You indent them for the same reason. Now, your executive summary has punch and verve. You have given your reader something to think about. When you face writing an executive summary, how do you go about the task. You read over the entire report several times. You carry out some of these activities:

Chapter 4 : Good and poor examples of executive summaries

Final Report Executive Summary I Multimodal Corridor Study March Page iii Table ES.1 provides a summary of the cost, in year of expenditure (YOE), of each type of project.

Getty Images Other than business plans, executive summaries are probably the most crucial of all business documents. Unfortunately, many people wrongly believe that an executive summary is a summary of the document, like a "Cliff Notes. The purpose of an executive summary is to recommend a decision, not provide information. The longer document provides drill-down proof for that recommendation. Describe a problem, need or goal. Be specific and include quantifiable measurements, if possible. This document describes the XYZ solution in detail. Here is a summary of its contents Describe the desired outcome. In one or two sentences at most describe what will be different if the problem is solved, the need is fulfilled, or the goal is achieved. Do not provide any details of the solution. In Chapter 1, we describe the multiple standard-compliant analog flux capacitors Describe your proposed solution. In each paragraph, refer to the sections in the larger document where that part of your solution is described in detail. Make each paragraph crisp and readable. Avoid jargon, biz-blab and needless abstractions. If at all possible, arrange the paragraphs into a step-by-step plan. Leveraging our existing infrastructure will capitalize past technology investments while optimizing retraining requirements. The enhanced reliability will cause our mission-critical productivity to explode, thereby creating a monetized competitive edge. To address the above problem, we propose the following: Purchase and install a pilot system. This will allow us to test the new software without endangering our day-to-day operations. The requirements for this pilot system are described in Section 4. Once again, keep these paragraphs tight. As with the previous step, tie each paragraph to the relevant section of the longer document. The proposed solution is vendor agnostic and integrates into multiple system architectures through the use of customized execute-ready scripts However, we plan to reduce that possibility by writing a customized training manual. Ask for the decision you want made. If the decision involves money include the amount. If there are reasons that the decision must be made by a certain time, surface them. Our ongoing concern about phone system outages continues to impact our company and therefore should be addressed in an expeditious manner. Lest you think that the first example is artificially opaque, I assure you that I personally have seen worse. Here is a summary of its contents: The proposed solution is vendor agnostic and integrates into multiple system architectures through the use of customized execute-ready scripts. Seriously, which of those two executive summaries do YOU think is likely to lead to the best decision? Feb 12, Like this column?