Research report executive summary

Give a decision maker the report findings, their limits and the action they support. Replace every bracketed prompt with your own verified content. Delete these instructions and any unused headings before sharing.

Prepared for: [Reader or organization]
Prepared by: [Name and role] Date: [Date]
Source plan or report: [Title, version and date]

Question and scope

[State the question the report answers, why it matters and the population, place or period covered.]

Method in brief

[Name the data sources and method. Include the sample or coverage only where it helps the reader judge the findings.]

Main findings

[State the two or three findings that answer the question. Give the relevant figures, units and comparison period. Refer to the report section containing the evidence.]

Meaning and limitations

[Explain what the findings imply. Identify uncertainty, missing data or limitations that could change the interpretation.]

Recommendation

[State the recommended action and how it follows from the findings. If the evidence is insufficient, identify the specific further work needed.]

Implementation and decision

[Summarize required resources, timing, responsible owner and the decision requested. Identify how the outcome will be checked.]