**Report Structure**

**EXECUTIVE SUMMARRY**

Executive Summaries are much like any other summary in that their main goal is to provide a condensed version of the content of a longer report.

The executive summary is usually no longer than 10% of the original document. It can be anywhere from 1-10 pages long, depending on the report's length. Executive summaries are written literally for an executive who most likely DOES NOT have the time to read the original.

* Executive summaries make a recommendation
* Accuracy is essential because decisions will be made based on your summary by people who have not read the original
* Executive summaries frequently summarize more than one document

So in all the three reports, can we have less than 1 page executive summarrises?

1. **Introduction**

What is the practice,

how long has it been used, etc

1. **Verification methodology**

Visits and tours, independent measurements, results, etc

1. **Challenges /GAPS and Necessary Refinements**
2. **Conclusions and Recommendations**