# Article information:

How to Write an Executive Summary (Example & Template Included)  
<https://www.projectmanager.com/blog/write-an-executive-summary>

# Article summary:

1. An executive summary is a short document that summarizes the main points of a larger report, such as a business plan or project proposal.

2. Writing an executive summary can be challenging because it needs to be persuasive and capture the interest of investors and stakeholders.

3. The executive summary should include relevant information, have a pithy introduction, and justify the proposed solution, among other key elements.

# Article rating:

Appears strongly imbalanced: The article is written in a biased or one-sided way, and the information it provides is not trustworthy enough to be considered a reliable source. You should consult other sources to find reliable information on the presented issues.

# Article analysis:

The article titled "How to Write an Executive Summary (Example & Template Included)" provides a guide on writing an executive summary for various documents such as business plans and project proposals. While the article offers some useful tips and information, there are several areas where it exhibits potential biases, one-sided reporting, unsupported claims, missing points of consideration, and promotional content.

One potential bias in the article is its heavy promotion of ProjectManager, a task management tool. The article repeatedly mentions ProjectManager as a solution to help with organizing and collaborating on executive summaries. This could be seen as promotional content rather than providing unbiased advice on writing executive summaries.

Additionally, the article lacks evidence or examples to support some of its claims. For example, it states that an executive summary must be persuasive to spark the interest of investors and stakeholders without providing any evidence or research to support this claim. It would have been beneficial to include studies or real-life examples that demonstrate the importance of persuasive executive summaries.

The article also fails to explore counterarguments or address potential risks associated with writing an executive summary. It presents the process as straightforward without acknowledging any challenges or drawbacks that writers may encounter. Including a balanced perspective would have made the article more comprehensive and informative.

Furthermore, the article does not provide equal attention to different types of documents that may require an executive summary. It primarily focuses on business plans and project proposals while neglecting other types of documents such as research papers or reports. This limited scope may not cater to readers who are seeking guidance on writing executive summaries for different purposes.

Overall, while the article offers some helpful tips on writing an executive summary, it exhibits potential biases towards promoting ProjectManager and lacks supporting evidence for certain claims. It could benefit from addressing counterarguments, considering a wider range of document types, and providing a more balanced perspective on the challenges and risks associated with writing an executive summary.

# Topics for further research:

* How to write an executive summary for research papers
* Challenges and risks of writing an executive summary
* Importance of persuasive executive summaries for investors
* Examples of effective executive summaries in business plans
* Different types of documents that require an executive summary
* Best practices for writing executive summaries in project proposals

# Report location:

<https://www.fullpicture.app/item/6b2fbf7def266734bc46d8d09ed57f09>