

IDEAS TO SERVE - EXECUTIVE SUMMARY TEMPLATE (both tracks)

The Executive Summary deliverable summarizes your research into the issue of your choice. It provides your answers to the Guiding Questions (that are based on the Impact Gaps Canvas). The Guiding Questions are linked in the Application section on the I2S website.

The Executive Summary has three distinct components:

- The Summary of your research about the issue (and suggested a solution if you are in the Solution Discovery Track)
- The Visual Map of the system your issue is a part of
- The Bibliography of all the resources you consulted during your research

SECTION I: THE SUMMARY

The written summary of your research is your narrative of the problem discovery journey you have taken to understand the issues of your choice. This part should not exceed 3,000 words.

It should include the following sections:

Introduction:

- A brief introduction of your team (name, major, role within team) and mentor or faculty advisor if you have one
- Your problem statement
- Your motivation for exploring your chosen issue

Problem Discovery Journey:

- Your answers to the Guiding Questions provided on the I2S website - the main sections being: Understanding the Challenge, Understanding Existing Solutions, Identifying Impact Gaps

Reflections

- Lessons you and your team learned about the larger system your chosen issue is part of
- What role can you/your team can play to strengthen the system (i.e. support the work of community members who already work on this issue; advocate for policy change; connect organizations; etc.)

Suggested Solution (Solution Discovery Track only):

- Your answers to the Guiding Questions (Present Your Solution section) provided on the I2S website

SECTION II: THE VISUAL MAP*

A visual map of your findings will support the written summary of your research. The Map is intended to make your research accessible to a wider audience, and help the layperson understand the importance and complexity of your chosen challenge. It should:

- Show the different parts of the larger system that your issue is part of (think root cause, not just symptoms), and how those parts interact to produce the challenge
- Identify the various stakeholders (everyone connected in any way, not just those directly affected)
- Highlight both the assets available in the communities experiencing the problem and where there are the gaps in the system that make the problem persist
- You do not need to map EVERY element of the system - focus on the ones which are relevant to your chosen area of focus
- **IF** you are also presenting a solution relate that to both the assets (i.e. how does your solution built on existing assets) and the gaps (i.e. how does it bridge them) you identified in the system

The format of the map can be any of the following (or any other visualization tool you like as long as it can be included with, or linked within, your Executive Summary): infographic, Kumu, Plectica, MindMap, PDF, PowerPoint slide, even a hand-drawn map scanned as a pdf, etc.

See the Resources Section on the I2S website for links to some of these tools.

Preferably the visual map is submitted in the same document as the Summary and Bibliography but it can be submitted as a separate document. It is your responsibility to make sure that a third party can open your Visual Map document/link without having to login to any program. We suggest that where possible you save a pdf version of your map from the program you are using and submit that.

** Visual Map content and formatting requirements are inspired and guided by the Map the System Global Challenge at Oxford University*

SECTION III: BIBLIOGRAPHY

Include all the sources you consulted during your problem discovery journey. You may use whichever citation method you are most familiar with - one you may consider is the [Harvard method](#). The best submissions will include a diverse range of sources from academic text and articles, to op-eds, and first-person interviews. Your Summary should contain the footnotes that reference these sources. The bibliography should be submitted with the Summary as a Word or PDF file.

FORMATTING AND NAMING

Your Summary and Bibliography should be in 11 Arial Font, single spaced, normal or moderate margins, page number included. Your project name and list of team members should be listed at the top of your first page of the Summary.

All files should be saved as ProjectName_TeamLead FirstandLastName

GOOD LUCK!