

# Project Summary

(Team Name)  
(Date)

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## I. Introduction

In *(date)*, the XXX team was established to *(indicate purpose here)*. The team was charged with offering final recommendations: 1) to support efficient and effective processes for *(insert information on the specific scope of work/charge of the team)*; and 2) to improve the ways in which *(insert information)*. This information is essential for *(insert why the recommendations would be vital to the department initiative/mission/etc)*.

*(Insert listing of team members, leader, consultants, etc and titles/department names if multiple entities)*.

## II. Approach to Work

This section would contain information on the project and relevant meeting discussion information on the topic. It may also include any research that was conducted on the topic, along with follow up to other departments in the Institution or outside entities

## III. Evaluation and Assessment

This section may contain a summary of findings discovered through research or benchmarking with other institutions on best practices. It may describe the types of surveys/assessment tools utilized in this phase of the project, and what specifically was measured. This section may also include identified bottlenecks in the process, etc.

## IV. Recommendations

The recommendations *(insert information on what the recommendations will accomplish)*. As a result, the recommendations put forth will *(list how these improvement will improve service/process/work flow/ etc)*. The recommendations are summarized below:

- *(Create a concise bulleted list of each recommendation)*

## V. Conclusion

In general, all of the recommendations stated above are intended to *(state here how the recommendations will make the process/work flow/service more effective and efficient, etc)*. Implementation of these suggestions should improve coordination, communication, and cooperation between *(list the proper constituents/entities)*.