

EXECUTIVE SUMMARY

The **Executive Summary** will be divided into **three** sections (label each section):

1. **The significance, relevance**, issues, etc of the article in relationship to the assigned topic;
2. **Implications for the Company and/or IT Department.** Assume you are the CIO (use first person (“I”) narrative; and
3. **Implications and impact for CIO**—i.e., you personally (use first person narrative).

The summary should be no longer than **one page** (4K characters; approximately 700 words).

A. Heading

- Each assignment will include:
 - your name,
 - date,
 - BCIS 4690 class,
 - the **TOPIC**, and
 - **Rating:** Relevance, Rigor, Importance [5,5,5] = “BEST”

Relevance

1. Irrelevant
2. Marginally relevant
3. Average
4. Above average
5. Extremely relevant

Rigor

1. No rigor
2. A little rigor (stats)
3. Moderate
4. Above average
5. Extremely rigorous

Importance

1. Unimportant
2. Slight importance
3. Moderate importance
4. Above average
5. Extremely important

B. Footer

- Appropriate bibliographic entry using this format:

Author's name(s), “Title”, *Journal (Vol., issue no.)* , pages, date

C. A **Copy of the article** is to be attached (will not be returned).

- **A copy of the article should also be kept by the student.** Print out **.pdf** versions, whenever possible. If the article has figures or tables, be sure to “enlarge” them so that they are easily read by the instructor.
- You will be called upon at random to discuss your article. So, it’s a good idea to keep a copy of your article and the Executive Summary hand for discussions during class. If you have no article, or if you are not prepared to contribute, you will have points deducted from the grade for the assignment.
- The articles will also be used in the discussions with the guest speakers.

Footer: Appropriate bibliographic entry must include:

Author's name(s), “Title”, *Journal (Vol., issue no.)*, pages, date