**NWI Required “One Page” Student Report**

Target Audience: Industry members & NWI community; includes technical experts and executives.

The Task: Create a simple one-page project summary of the problems you are addressing, and your learnings.

The Purpose: Make it easy for executives and technical experts alike to have quick access to the latest project progress.

The Opportunity: Build your skills as an effective communicator of technical research, i.e., learn to be concise & relevant.

Format: Use the format below with Arial 10 font, and 0.5” margins on all sides.

**Project Number and Title**

**Student Name, and Faculty Names**

**Objective**:

Provide a **concise and clearly articulated objective** statement (using “SMART” themes of specific, measurable, achievable, and relevant). Once completed, this should not change.

**Background**:

Provide information relevant to **why this is an important objective**. Keep this really concise, e.g., you can share important information in a very short paragraph, or in three simple one line bullet points. Once completed, this should not change (though it can if you fortify the background insight over time).

**Problem Statement and Approach**:

Outline the **specific scientific problems that you are addressing in this work, and indicate the approach you will take**. This information should make it very easy for the reader to know what you are doing. Once completed, this is not likely to change (though it can evolve with project learning).

**Status**:

**Summarize the key points of learning**. Just as an “abstract” highlights major points of your research and explains why your work is important, you want to capture here what you learned and what you concluded (do not let it become a description of all project tasks). Highlight new data and the emerging **insights**.

This section should be the largest in your one page summary. Note that you can incorporate data into your summary and, in addition, you can prepare up to one page of attached data tables and graphs. However, **the most successful reports will keep the communications very simple and uncluttered** (ensure your objective and learnings are quickly accessible to the reader).

This is not a place to capture everything that you’ve done, or to incorporate all data collected, i.e., don’t get bogged down in detail. It should **focus on the key points of learning and the evidence in support of these**. It is an executive summary that complements the detailed IAB report and presentation.

**As an important point, as the project progresses your status section will contain both the cumulative key learnings, as well as new learnings from the past period**. It is recommended that cumulative learnings be streamlined and shared in black font (e.g., be edited and made very concise) and that the **new learnings from the past period be shared in a “blue color” font with perhaps relatively more explanation** (since they are new). Note the status needs to link to the objectives.

The last IAB one page report (before graduation) should be an overall project summary covering the full span of project work.

**Key Issues**:

Provide **crisp descriptions of the most important issues and challenges that you are addressing**. This should not be an exhaustive list. It should be a very focused highlight of the **key** issues.

**Next Steps**:

Highlight the plan going forward by **capturing the important action steps** that your audience should know about.