

## **Project Summary Report**

The purpose of the Project Summary Report is to present the arc of the student's efforts, theoretical framework, analyses, and reflection upon the work undertaken toward completion of the Master's degree. It is to summarize the project, its outcomes, and impacts and should serve as an overview of the experience and skills gained by the student, appropriately narrated for a general, educated reader such as a potential employer or application review panel.

- minimum 25 pages (double spaced, 11-12 point font)  
not including title page, footnotes or endnotes, bibliography, figures, tables or other illustrative materials
- written in formal style with attention to organization, grammar, spelling, punctuation, and proper citation style for references
  - the citation style should follow the standard within the student's discipline  
e.g. MLA, APA, Chicago,
- organization of report should follow professional report approach common in student's discipline, to be discussed and agreed upon with committee chair

### Example of a typical Project Report outline

#### *Introduction*

main idea or need addressed

#### *Proposed project*

how it will address need

#### *Context*

context of project in museum field

context of project where carried out

#### *Scope*

scope of project

goals

audience or benefits

#### *Theoretical perspectives, framework*

relevant literature underpinning approach(es) taken

#### *Activities and Methods employed*

including any revision to methods, scope, or approach during progress of project

#### *Results or outcomes*

#### *Analysis of results / outcomes*

including assessments, evaluations, feedback, success of grants etc.

#### *Discussion of results / outcomes*

including challenges to project

impact of project

#### *Next steps or continuation of project*

#### *Reflection*

on project

on experience in graduate program

*Future professional plans*  
*Acknowledgments*  
*Bibliography*  
*Appendices (if necessary)*  
*Portfolio Table of Contents*

## **Project Portfolio**

The Project Portfolio accompanies the Project Summary Report and contains the project components, deliverables, examples of produced works, or supporting materials (interview transcripts, survey instruments, exhibit materials, catalogue forms and records, etc.) that provide examples and illustration to the narrative of the project in the Summary Report.

The portfolio is organized to support the report narrative, with all materials given an identifying name and listed on a table of contents. Reference to individual items in the portfolio should be included in the summary report where appropriate, using the portfolio item number or name for the piece as it appears in the table of contents.