



## Inovação e Empreendedorismo

**Doc. Responsável:** Helena Vieira

**Departamento:** TEC LABS – CENTRO DE INOVAÇÃO

**Inserção no Plano Curricular:** Mestrado em MATEMÁTICA APLICADA À ECONOMIA E GESTÃO (1º ano, 2º semestre, Opcional)

**Créditos/Horas de Contacto:** 6ECTS; 45 horas TP + 5 horas OT

**Contacto:** [hmvieira@fc.ul.pt](mailto:hmvieira@fc.ul.pt)

### GUIDELINES FOR EXECUTIVE SUMMARY PREPARATION

IE students are supposed to deliver an Executive Summary of the Project they worked in.

This should contain the major elements of an Executive Summary/Business Plan given in class and should follow these rules:

1. Maximum 4 pages (can have a cover page not counting for this number)
2. Font Arial, size 11
3. Use tables and/or graphics for the financial part
4. Use clear and professional language
5. Deliver in pdf format to the Google Drive of your project up to one week after end of classes

I have added some examples on the fenix for your “inspiration” but you can use any format you wish!

Good Luck!