One-sheet summary / executive summary / one-pager	
Title:	

Big Idea: Synopsis of your content (story, character, worlds) and gameplay. One or two paragraphs.

Target Audience: Who is your game for.

Genre:

Category: Similar to genre. e.g.: An open world building game that combines resource gathering and hand to hand combat. Something like Minecraft meets Dark Souls. If you have a unique gameplay feature or other hook. This is where you feature it. Don't forget to include if it's singleplayer or multiplayer (local, co-op, worldwide)

Platforms: mobile, consoles, PC

Play Mechanic: Briefly describe the core mechanic of the game. For example a racing game's core mechanic is driving.

Technology: list engines, middleware etc. (do not describe it)

Key Features: List of unique selling points. "Ups" of your game.

If you want you can include SWOT analysis to understand the strengths and weaknesses.