

Case Study Template

Title

- Clear, specific title that names the problem and context
- Avoid vague wording or general topics
- Include the subject, setting, or outcome if possible

Executive Summary

- Brief description of the case subject
- Clear statement of the main problem
- Short explanation of the action taken
- One or two key outcomes or findings

Pro tip: Write this last, after the rest of the case is complete.

Background & Context

- Who or what is being studied
- Where and when the situation occurred
- Relevant background information only
- Constraints that shaped decisions, such as policies, resources, or environment

Problem Identification

- Exact description of the problem
- Who was affected and how
- Evidence showing the problem existed
- Why the problem required attention

Objectives of the Case Study

- Purpose of examining this case
- Questions the case study aims to answer
- Outcomes the analysis seeks to clarify

Data Collection & Methods

- Types of data collected
- Sources of information
- Timeframe of data collection
- Ethical considerations or permissions

Analysis & Findings

- Key patterns or trends in the data
- Findings supported by evidence
- Theories, models, or frameworks applied
- Factors contributing to the problem

Proposed Solution or Intervention

- Description of the selected solution
- Explanation of why it addresses the problem
- Constraints considered, such as cost or feasibility
- Alternative options considered, if relevant

Implementation (If Applicable)

- Steps taken to apply the solution
- Roles and responsibilities
- Timeline of implementation
- Adjustments made during the process

Results

- Measurable outcomes
- Changes observed after implementation
- Before-and-after comparisons
- Unexpected effects or limitations

Recommendations

- Practical next steps
- Suggestions for improvement or expansion
- Risks or limitations to monitor
- Guidance for similar future cases

Pro tip: Recommendations should follow directly from results, not opinions.

Conclusion

- Restatement of the core problem
- Summary of the solution or insight
- Main takeaway supported by evidence

References

- All sources used in the case study
- Consistent citation style throughout

Appendices (Optional)

- Detailed tables or charts
- Interview guides or instruments
- Extended data or documentation