**The Case Study**

**Case study research draws upon six steps that should be used:**

* Determine and define the research questions
* Select the cases and determine data gathering and analysis techniques
* Prepare to collect the data
* Collect data in the field
* Evaluate and analyze the data
* Prepare the report

Source: <http://www.ischool.utexas.edu/~ssoy/usesusers/l391d1b.htm> viewed 12/04/2010

According to Yin (12) there are three types of case study research exploratory, descriptive, and explanatory. Researchers in business related subjects sometimes limit case studies to the exploratory use. For example, pilot case study can be used as a basis for formulating questions or hypothesis testing. Descriptive case study is an attempt to describe, like what happen to a product when it is launched. Explanatory research can be useful for example to study processes in companies.

(source <http://findarticles.com/p/articles/mi_7109/is_11_5/ai_n28551353/> viewed 12/04/2010)

(source: Nick Johns Bournemouth University, ctf consultants)

# Worksheet

Client approval: Yes No

Note whether your case study needs to be ready in time for a specific event:

Date: Event:

Your company information

|  |  |
| --- | --- |
| Branch |  |
| Address |  |
| City, state, ZIP Code |  |
| Phone number |  |
| Fax number |  |

|  |  |
| --- | --- |
| Contact name |  |
| Title |  |
| Phone number |  |
| Fax number |  |
| E-mail address |  |

|  |  |
| --- | --- |
| Solution group |  |
| Solution offering |  |
| Project name or title |  |

Customer profile

|  |  |
| --- | --- |
| Customer name |  |
| Division |  |
| Address |  |
| City, state, ZIP Code |  |
| Phone number |  |
| Fax number |  |
| Web site address |  |

|  |  |
| --- | --- |
| Industry |  |
| Number of employees |  |
| Annual revenue |  |

|  |  |
| --- | --- |
| Contact name |  |
| Title |  |
| Phone number |  |
| Fax number |  |
| E-mail address |  |

# Template

**CASE STUDIES**

**Why:** To provide tangible evidence about the impact the Partnership Brokers (PB) Program is having on youth transition into education or employment pathways.

**How:** Using the template below, a consistent presentation of case studies will be used in an evidence-based approach. It will also be used in a cross-case analysis to gain further insight into the PB program’s application.

**When:** Case study material should be processed as the case study progresses and used as appropriate in reporting commitments.

**What:**

1. Completed case study template, ensuring all sections have been fully completed
2. Photographs relevant to your case study, diagrams, Powerpoints etc.

**(adapted from source:** [www.dfid.gov.uk/Documents/funding/cscf-**case**-**studies**-**template**.doc](http://www.dfid.gov.uk/Documents/funding/cscf-case-studies-template.doc) viewed 13/04/2010)

**PB template for case studies**

|  |  |
| --- | --- |
| **Title of Case Study:**  |  |

|  |  |
| --- | --- |
| 1. **Title of PB Project**
 |  |
| 1. **PB Reference Number**
 |  |
| 1. **Region**
 |  |
| 1. **Name of Stakeholders**
 |  |
| 1. **Project duration (dates)**
 |  |
| 1. **Total PB Funding**
 |  |
| 1. **Financial spend to date**
 |  |
| 1. **Other PB funded projects**
 |  |
| 1. **Is this project fully funded by PB? If not assign portion and funding organisations**
 |  |
| 1. **What problem does your project address? (Project profile due diligence)**
 |  |
| 1. **How does your project address this problem?(Strategic plan and Project profile)**
 |  |
| 1. **Summary of achievements**
 |  |
| 1. **What is the actual impact of your project– who has benefited/what has changed?**
 |  |
| 1. **What are the long term benefits of your project?**
 |  |
| 1. **If your project is complete, what made your project successful?**
 |  |
| 1. **What makes your project innovative? (Sustainability, Strategic plan/Environmental scan)**
 |  |
| 1. **What is the most important thing this project is achieving? Addresses issue(s) in Strategic plan)**
 |  |
| 1. **Human interest story (where possible, provide antidotal evidence)**
 |  |
| 1. **Please supply photographs as jpeg attachments, stating who/what the photographs show**
 |  |
| 1. **Further information**
 |  |

|  |
| --- |
| **Assumptions / Additional Information** |
| **Author:** |  |
| **Date:** |  |