Writing Centre

Case Study Template

A case study is an analysis of a situation or problem that is real or hypothetical.
- Written in past or present tense
- Can be historical, medical, business related, etc.

Before Writing:
1) Read the case thoroughly, highlighting relevant facts and underlining key problems.
2) Identify two to five key problems:
   - Why do they exist?
   - How do they impact the organization?
   - Who is responsible?
3) Uncover possible solutions by reviewing course readings, discussions, and research.
4) Select the best solution after considering supporting evidence, pros, and cons. Is this solution realistic?

Drafting Your Case Study:

| 1) Introduction | • Identify the key problems and issues in the case study.  
|                 | • Formulate and include a thesis statement, summarizing the outcome of your analysis in one or two sentences. |
| 2) Context      | • Provide background information, relevant facts and the most important issues.  
|                 | • Demonstrate that you have researched the problems in this case study. |
| 3) Alternatives | • Outline possible alternatives (not necessarily all of them).  
|                 | • Explain why alternatives were rejected. |
| 4) Proposed Solution | • Provide one specific and realistic solution.  
|                 | • Explain why this solution was chosen.  
|                 | • Support the solution with solid evidence:  
|                 |   o Concepts from class (text readings, discussions, lectures)  
|                 |   o Outside research |
| 5) Recommendations | • Determine and discuss specific strategies for implementing the proposed solution.  
|                 | • If applicable, recommend further action to resolve some of the issues. |