

This form can be used to organize your thoughts about a case. As you perform your analysis remain open to the fact that your interpretation of the facts may change and therefore you should constantly revisit your answers.

Define the Problem: Describe the type of case and what problem(s) or issue(s) should be the focus for your analysis.

List any outside concepts that can be applied: Write down any principles, frameworks or theories that can be applied to this case.

List relevant qualitative data: evidence related to or based on the quality or character of something.

List relevant quantitative data: evidence related to or based on the amount or number of something.

Describe the results of your analysis: What evidence have you accumulated that supports one interpretation over another.

Describe alternative actions: List and prioritize possible recommendations or actions that come out of your analysis.

Describe your preferred action plan: Write a clear statement of what you would recommend including short, medium and long-term steps to be carried out.