

Case study template

Use this template to describe a specific case and how it was managed, when reporting on an evaluation of a sexual violence primary prevention activity.

This template was created for the [Sexual Violence Primary Prevention Toolkit](#) in September 2016.

Using the template

You can choose to change any of the headings in this document or delete sections if they are not relevant. If you want to change the fonts or formatting, use styles rather than changing it in the document (eg go to 'styles' in the toolbar, right click the style you want to change, then choose 'modify'). This will save you time and allow your document to be consistent.

Complete the title section and then delete these examples. Add your name and your email address after the title.

[Title] Example: Preventing sexual violence at North Secondary School

[Subtitle] Example: Strengthening our school community

[Your name]

[Your email]

Summary

A brief summary of your case study including the initiative or situation you are looking at, the main question(s) you sought to answer, how you went about this, and what you found out.

Introduction

This section outlines the:

- purpose of the case study
- context, for example if it is a school community describe the school (size, rural/ urban, decile, strengths/ challenges, history of the project etc)
- main questions that the project sought to answer.

Remember to reference any work you are quoting from other sources.

Methodology

This section describes how you went about answering your key questions. You need to say what methods or techniques you used to answer your questions for example surveys, focus groups, discussions. Say how much of this you did and who with, describe the groups and/ or individuals.

Context

This section presents the context of your case study including:

- the setting, for example if it is a school describe the school (size, rural/ urban, decile, strengths/ challenges)
- the background to the initiative or situation the case study describes
- any relevant statistics, local trends or events that have contributed to where things are at
- any other initiatives that have been run in this setting with a similar focus.

Literature review

This section shares the literature or existing evidence relevant to the case study. You may have reports or articles already that you want to summarise here, or you may do a literature search specifically for the case study and include your findings here. While this section may be longer than others it does not have to be, maybe a few paragraphs are all that is needed.

Findings

This section shares what you found out during the course of your case study. If you completed interviews what were the themes? If you ran a survey report the data e.g. "80% of participants reported that the initiative had changed the way they thought about sexual violence". You could use images, tables and graphs if they support your observations.

Conclusion

This is where you say what the findings meant and what answers you have to the questions you asked. You should refer back to the original question that you stated in the Introduction. Do the results answer the question? If they don't give the full answer what will you have to investigate further? Do the results make sense? Were there any unexpected findings?

Appendices and acknowledgements

Here you can include any additional information that does not need to be in the main body of your case study, eg the survey or discussion guide you used, maps etc.

References

List all the reports, journal articles or other sources you referenced in your case study here. Make sure they are all in the same format. Google "APA referencing" for more information about formatting references.