Case studies take a focused look at one particular subject, for example a person, a site or a project. They use multiple data sources to build an up-close, in-depth, and detailed examination of this single case and its context.

**Tips for conducting a case study**

Used as part of an evaluation, case studies can be illustrative (e.g. used to give an example of something that worked well) or exploratory (e.g. used to look in more detail at why something didn’t work).

## Conducting a case study

* **Think about your evaluation questions** 
  + What is the aim of your case study?
  + What do you want to know?
* **Identify your data sources**
  + What sources of information are you going to use to build your case study?
  + Usually there will be multiple sources of information/data used, which will be mostly qualitative in nature. They can be existing sources (e.g. case files) or collected as part of your study.
* **Collect your data**
  + Take a look through the rest of this toolkit to find data collection methods that will suit your project.
* **Analyse your data**
  + Once you have all the data collected, it is time to think about what it tells you. What picture does it present?
* **Write up your findings**
  + There are templates for writing up your case study in the toolkit. The first sets out a basic structure for your study of:
    - Overview (introduce your case study, describe the aims and objectives)
    - Methods (outline the data sources and data collection methods used to build your case study)
    - Results (what you found out)
    - Conclusions (what does this case study tell you?)
  + You can write the results of your evaluation whatever way seems most appropriate, but often for case studies, the results are written using a story-like narrative that take you through the key points e.g. the background, what happened and what the outcomes were. These are set out in Case Study Template 2.