



## HOW TO USE THIS TOOL

This tool will help you to complete the initial stage of your case analysis: **Review the Situation**.

In the **Contexts** column, list all the facts relating to the *economic, societal and organizational contexts* of the situation, one fact per space. In the same space, insert any connected effects. Repeat for each fact.

In the **Organization** column, list all the facts relating to the *structure, operations, resource management and financial health* of the company described in the situation, one fact per space. In the same space, insert any connected effects. Repeat for each fact.

In the **Management** column, list all the facts relating to *the strategy, decision-making process, vision, relationships, etc.* of the company managers described in the situation, one fact per space. In the same space, insert any connected effects. Repeat for each fact.

In the **Staff** column, list all the facts relating to the staff of the company described in the situation: *labour standards, payroll management, employee benefits, pay equity, training, etc.*, one fact per space. In the same space, insert any connected effects. Repeat for each fact.