

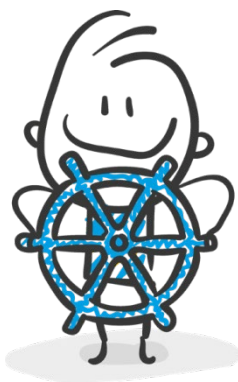
ASSESSING YOUR CASE REPORT

ASSESSMENT

CRITERIA

TABLE

HOW TO USE THIS TOOL



This table will help you to confirm your work before submitting it.

For each report section, you will find corresponding assessment criteria. Apply these criteria to your report to identify further corrections or simply to reassure yourself that your report is complete.

A – DESCRIPTION OF THE UNDERLYING ISSUES

1. Statement of the underlying issues
2. Order of priority of the issues

B – CAUSE AND EFFECT ANALYSIS

3. Essential factors to be examined
4. Causes of the issues
5. Application of data
6. Assumptions
7. Repetition of facts
8. Application of theory
9. Connections between theory and the data
10. Analytical structure

C – IDENTIFICATION OF OBJECTIVES

11. Identification of criteria and priorities
12. Consistent with analysis and description of issues
13. Relevancy of the criteria

D – FORMULATION AND ASSESSMENT OF OPTIONS

14. Identification of strategic variables
15. Number of options proposed
16. Options clarity
17. Options feasibility
18. Mutually exclusive options
19. Assessment of the options

E – SELECTION OF A PREFERRED OPTION

20. Comparison of the options
21. Connection between the issues and the proposed solutions
22. Conclusion clarity

F – PLANNING AND IMPLEMENTATION OF THE PREFERRED OPTION

23. Implementation stages
24. Short- and long-term allocation
25. Control and assessment
26. Minimization of costs and disadvantages (risks)

The following headings (G+H) cover the report's form.

G – INTEGRATION AND DEVELOPMENT

27. Connections between the description of the underlying issues and the cause and effect analysis
28. Connections between the analysis and the options
29. Connections between the options and the preferred option
30. Connections between the preferred option and its implementation
31. Overall integration and development

H – PRESENTATION

32. Organization and overall style
33. Grammar, sentence structure and spelling
34. Overall integration and logic

Adapted from A Guide to the Case Method and Report Writing, Bédard, Montréal, Concordia University, 1975