

# Project Case Study Template

You can use this template to put together a case study that is thorough, transparent, and easy to read. There are 15 questions, each with sub-questions for guidance. Word limits are for guidance only, please write more or less as appropriate.

A [Guide for Writing Effective Case Studies](#) is available from our website.

## 1. Name of your organisation

*Add any links to your website or social media*

## 2. Your name and role in the project

*Add a contact email or phone number (and say if you're happy for it to be made public)*

## 3. What is the title of the project? (50 words)

## 4. Overview (150 words)

*Summarise the case study in no more than 3 sentences. This may be used in a standard form to describe the project and readers will be able to link to the rest of the case study*

## 5. Setting (150 words)

*Give a brief description of the area where the project occurred, a brief description of the organisation/s involved in running the project.*

## **6. Purpose of project (150 words)**

*What was the purpose of the project? What is the challenge or problem the project tried to address? What are the stated aims, goals, or objectives of the project?*

## **7. Description of the project (200 words)**

*Briefly describe what the project is and/or what it does.*

*When did the project begin and when did/will it end? Where did it take place? Who involved in the project (staff, volunteers, partners)?*

*What funding has the project received? Does the project rely on any other resources as staff from other organisations or premises owned/managed by other organisations?*

## **8. Why was this approach taken? (100 words)**

*Why was the project set up this way? Did you draw on any evidence or theory-of-change when setting up the project? What other reasons did you have for designing and running the project in the way you did?*

## **9. Who took part? (150 words)**

*Indicate the number of people who took part in the project and any demographic information on participants (i.e. gender, ethnicity, age, disability). Describe how they came to join the project (referrals, word-of-mouth, existing relationship with them), and what you know about their motives for taking part.*

**10. How was data collected for this case study? (100 words)**

*Has the project been evaluated? If so, how? What data was collected and by whom you/your organisation, external consultants, academics)?*

**11. Project impact and outcomes (300 words)**

*Has anything changed as a result of the project? What impact has the project had on participants, the wider community, and your organisation? Have you produced any outputs as a result of the project (i.e. reports, guidance, etc)? Were there any unexpected outcomes? Were there any negative outcomes?*

**12. Enablers and barriers (300 words)**

*What factors have supported the project and any positive outcomes? What factors prevented the project from being more successful? Examples might be amount and source of funding, staff skills, availability of volunteers, enthusiasm of participants, weather, scheduling.*

**13.Key learning (100 words)**

*What is the most important thing you learned from this project? What key advice can you give to others starting a similar project?*

**14.Next steps and sustainability (100 words)**

*How sustainable is the project? Could the project continue? What are the plans for the project in the future and what is needed for this to happen?*

**15.Further information (100 words)**

*Include any titles/links to further supporting material about the project (i.e. website, evaluation report). Include contact details of anyone who would be willing to share learning from the project with others starting similar projects.*