This form can be used to organize your thoughts about a case. As you perform your analysis remain open to the fact that your interpretation of the facts may change and therefore you should constantly revisit your answers.

**Define the Problem:** Describe the major problem(s) or issue(s) that should be the focus for your analysis.

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**List any outside concepts that can be applied:** Write down any principles, frameworks or theories that can be applied to this case.

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**List relevant qualitative data:** evidence related to or based on the quality or character of something.

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**List relevant quantitative data:** evidence related to or based on the amount or number of something.

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**Describe the results of your analysis:** What evidence have you accumulated that supports one interpretation over another? What are the drawbacks to your plan?

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**Describe alternative actions:** List and prioritize possible recommendations or actions that come out of your analysis.

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**Describe your preferred action plan:** Write a clear statement of how you would implement your recommendations.

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