1. **Introduction**
   * Identify the key problems and issues in the case study.
   * Formulate and include a thesis statement, summarizing the outcome of your analysis in 1–2 sentences.
2. **Background**
   * Set the scene: background information, relevant facts, and the most important issues.
   * Demonstrate that you have researched the problems in this case study.
3. **Evaluation of the Case**
   * Outline the various pieces of the case study that you are focusing on.
   * Evaluate these pieces by discussing what is working and what is not working.
   * State why these parts of the case study are or are not working well.
4. **Proposed Solution/Changes**
   * Provide specific and realistic solution(s) or changes needed.
   * Explain why this solution was chosen.
   * Support this solution with solid evidence, such as:
     + Concepts from class (text readings, discussions, lectures)
     + Outside research
     + Personal experience (anecdotes)
5. **Recommendations**
   * Determine and discuss specific strategies for accomplishing the proposed solution.
   * If applicable, recommend further action to resolve some of the issues.
   * What should be done and who should do it?