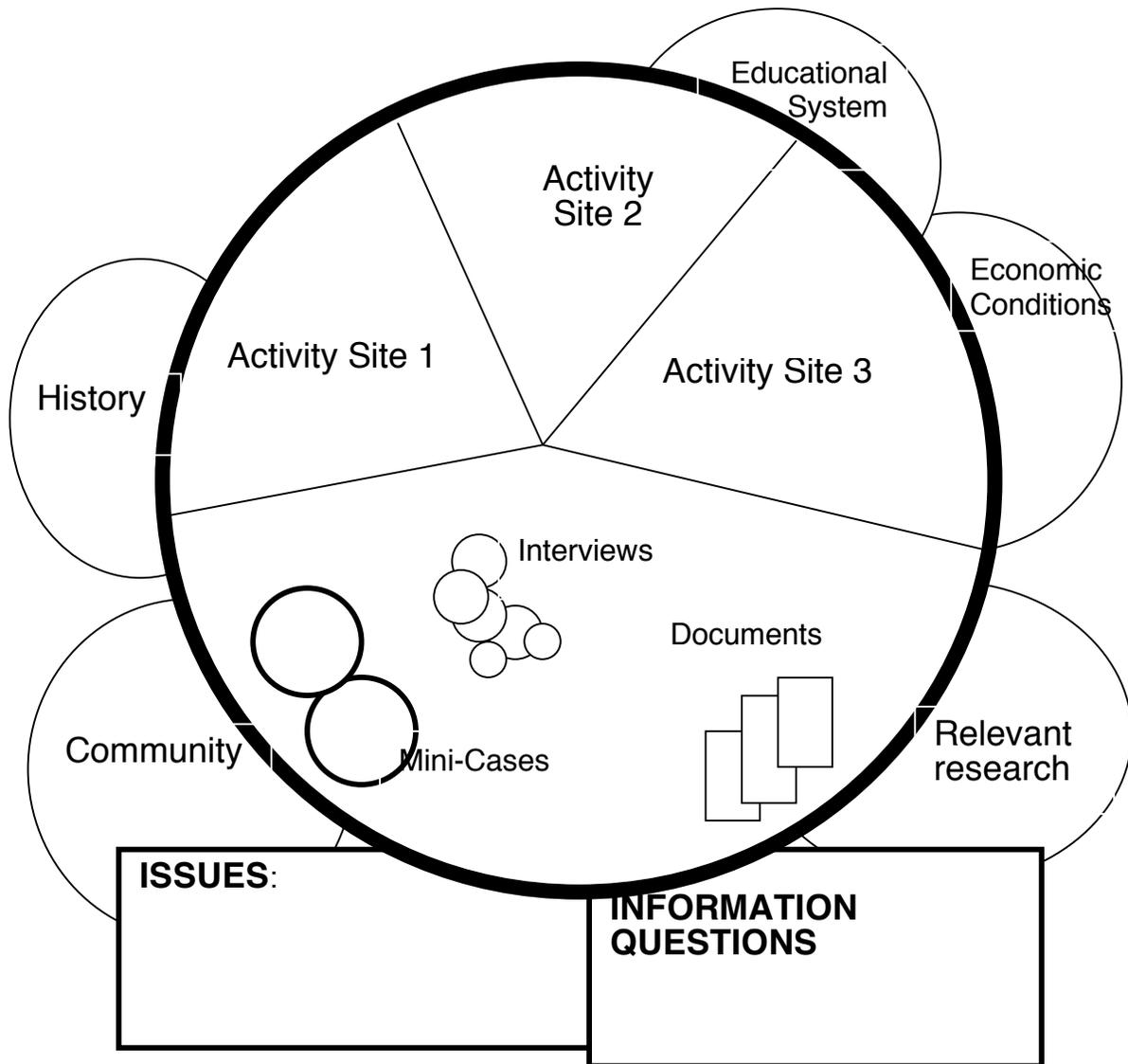


Worksheet 1. Graphic Design of a Case Study



Worksheet 2. The research questions or Themes of the multicase study and  
Factors that might be used in a more quantitative study.

|  |
|--|
| Theme 1:<br>If more quantitative, Factors: |
| Theme 2:<br>If more quantitative, Factors: |
| Theme 3:<br>If more quantitative, Factors: |
| Theme 4:<br>If more quantitative, Factors: |
| Theme 5:<br>If more quantitative, Factors: |
| Theme 6:<br>If more quantitative, Factors: |

Worksheet 3. Analyst's Notes while reading a case report

Case ID \_\_\_\_\_

|  |  |
|--|--|
| Synopsis of case:  | Case Findings:<br>I.<br><br>II.<br><br>III.                      |
| Uniqueness of case situation for program/phenomenon:   | IV.  |
| Relevance of case for cross-case Themes:<br>Theme 1 _____ Theme 2 _____ Theme 3 _____<br>Theme 4 _____ Theme 5 _____ Theme 6 _____ | Possible excerpts for cross-case report:<br>Page<br>Page<br>Page |
| General influences (optional):   | Situational Factors (optional)                                   |
| Commentary:  |  |

**Worksheet 4. Estimates of Ordinariness of the Situation of Each Case and  
Estimates of Manifestation of Multicase Themes in Each Case**

**W** = highly unusual situation, **u** = somewhat unusual situation, blank = ordinary situation

**M** = high manifestation, **m** = some manifestation, blank = almost no manifestation

|  | <b>Case<br/>A</b> | <b>Case<br/>B</b> | <b>Case<br/>C</b> | <b>Case<br/>D</b> | <b>Case<br/>E</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| Ordinariness of this Case's situation: |                   |                   |                   |                   |                   |
| <b>Original Multicase Themes</b>       |                   |                   |                   |                   |                   |
| Theme 1                                |                   |                   |                   |                   |                   |
| Theme 2                                |                   |                   |                   |                   |                   |
| Theme 3                                |                   |                   |                   |                   |                   |
| Theme 4                                |                   |                   |                   |                   |                   |
| Theme 5                                |                   |                   |                   |                   |                   |
| Theme 6                                |                   |                   |                   |                   |                   |
| <b>Added Multicase Themes</b>          |                   |                   |                   |                   |                   |
| Theme 7                                |                   |                   |                   |                   |                   |
| Theme 8                                |                   |                   |                   |                   |                   |
|  |                   |                   |                   |                   |                   |
|  |                   |                   |                   |                   |                   |

High manifestation means that the Theme is prominent in this particular case study.

A highly unusual situation (far from ordinary) is one that is expected to challenge the generality of themes. As indicated, the original themes can be augmented by additional themes even as late as the beginning of the cross-case analysis. The paragraphs on each Theme should be attached to the matrix so that the basis for estimates can be readily examined.

Worksheet 5. A Map on which to make Assertions for the Final Report

|                                   | Themes |   |   |   |   |   |   |   |
|-----------------------------------|--------|---|---|---|---|---|---|---|
| Case A                            | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Finding I                         |        |   |   |   |   |   |   |   |
| Finding II                        |        |   |   |   |   |   |   |   |
| Finding III                       |        |   |   |   |   |   |   |   |
| Finding IV                        |        |   |   |   |   |   |   |   |
| Case B                            |        |   |   |   |   |   |   |   |
| Finding I                         |        |   |   |   |   |   |   |   |
| Finding II                        |        |   |   |   |   |   |   |   |
| Finding III                       |        |   |   |   |   |   |   |   |
| Case C                            |        |   |   |   |   |   |   |   |
| Finding I                         |        |   |   |   |   |   |   |   |
| Finding II                        |        |   |   |   |   |   |   |   |
| Finding III                       |        |   |   |   |   |   |   |   |
| Finding IV                        |        |   |   |   |   |   |   |   |
| Finding V                         |        |   |   |   |   |   |   |   |
| And so on for the remaining Cases |        |   |   |   |   |   |   |   |

A High mark means that the Theme is an important part of this particular case study and relevant to the theme.

Worksheet 6. Multi-case Assertions for the Final Report

| # | Assertion | Evidence in Which Cases |
|---|-----------|-------------------------|
| 1 |           |                         |
| 2 |           |                         |
| 3 |           |                         |
| 4 |           |                         |
| 5 |           |                         |
| 6 |           |                         |
| 7 |           |                         |
|   |           |                         |

