



## SCSC Case Study Report Template

- **Case Study** – The case study serves as a narrative of the actual events to be explored. It should be written in a manner that promotes in-depth discussion, critical thinking, decision analysis, and problem solving. Some details of key elements may be left out and saved for the epilogue. This will encourage minimally-influenced personal thought as participants envision themselves in the roles of identified project/mission team members.
  - **Overview** – Introduce the topic of the case study by explaining why the topic is important. You may choose to cite relevant background literature and the historical significance of the topic to help readers better understand the issue. Specific details of the study should be introduced here such as the main components or systems of the project, mission or project team, budget, and/or schedule.
    - **Historical/Background Research** – Explain why this case study is significant and be sure to include any previous events which are related and beneficial in understanding the overall issue.
    - **Project/Mission Details** – Present the specifics of the project or mission. Consider the following questions: What was its purpose? How was it accomplished? When was it accomplished?
      - **Main Components** – Explain the systems and unique components of the project or mission design. While it is not necessary to list and discuss every component, be sure to address the larger components, their purpose, and if necessary, how they function. Diagrams or photos may help represent this area.
      - **Project Team** – Present the leaders and main organizers of the project or mission. Who was in control? What were the responsibilities of each team member?
      - **Budget** – You may choose to address the budget. For example, how did a small or decreased budget affect the project design?

- **Challenges** – Present major issues that threatened or affected the successful completion of the project or mission. Were there any roadblocks? In what area did these roadblocks occur? Did anything not go as planned or scheduled?
  - **Testing and Development** – Did any challenges occur during testing or development? Were there any warning signals or issues of concern during these stages? How could these challenges affect the completion of the project?
  - **Schedule Delays** – When was the project or mission scheduled to start and be completed? Were there any delays? If so, how did it affect other areas of the assignment?
  - **Launch Day** – Describe the events of launch day. Did any approaching storms threaten the launch time? Were there lightning warnings? Did wind speed or icing components lead to a delay? Were there any other major delays which affected the scheduled launch date?
  
- **Decision Time** – Describe the process by which the challenges may be overcome. Who is responsible for the final decision? What role do team members play in making the final decision? What factors are critical for management to consider? What affect could the decision have on later projects or missions? Also consider including questions to challenge participants to make their own decisions based on the information presented.
  
- **References** – List all supporting websites, articles, journals, etc. used within your document using the Chicago Manual of Style format. Be sure to also include references for all images and drawings included within your document.