**Introduction**

Explain the purpose of the study and its importance to the field of expertise. Define terms or concepts that can help readers understand the case. State the research questions or questions.

**Case description**

Describe the situation, problem, or opportunity that inspired examination of the case. Address important constraints or challenges that existed (i.e., limited budget or resources, tight schedule, regulations, standard templates used, and other similar types of constraints, etc.). Explain the importance of the study in relation to issues, practices, theories or previous research work.

**Methods/Approach**

Explain what data were collected to examine the case and how the data were collected. Describe how the data were studied and interpreted (i.e., statistical methods) and explain why the author(s) used these methods. Address the trustworthiness and credibility of the data collected to examine the case.

**Results**

Present the case findings and the extent to which findings address the original problem or answer the original question(s).

**Discussion**

Interpret the findings through related issues, practices, or cases discussed in the “Case description” section above and in professional communication in general. Discuss implications for practice, research, and education. Address the limitations that might constrain interpretation and application of the findings—particularly in other settings—and other concerns and issues that the case study introduces. Suggest future research or case studies.

**Conclusion**

Present the main conclusions of the study in short.