

## The Case Analysis

### A Brief Overview of the Case Analysis

The case analysis is a common assignment across a number of business courses, particularly those at the 300, 400, and graduate levels. A case analysis shows your professor that you (and your group, if assigned as a collaborative project) can think through a real-life business problem or decision-making process in a logical, professional, ethical, and informed manner. Your primary purpose, then, is to apply your critical-thinking skills and business expertise to a problem faced by a real company and propose a logical, realistic solution.

Your primary audience is your professor; however, a successful case analysis keeps the needs of a real-life businessperson in mind. Your professor likely has the knowledge and background to understand the problem and know which solution would be most effective. However, your professor is interested in seeing how well you can explain and justify your decisions, much as you would need to do in a real-world business setting. Therefore, you should include enough detail throughout the report that a non-expert, non-professor businessperson can follow your thinking process and enact the solution you propose.

All business writing should be done with an eye toward professionalism. After all, outside of the university (and sometimes for academic courses), the audience for your writing will be a colleague or client. Your writing should not be overly formal, but rather should communicate with the reader in a respectful and efficient manner. Typically, the emphasis of business writing is on ideas, things, and the reader; references to the writer, first-person ("I," "me," and "my") or otherwise ("the writer believes...") should be used sparingly.

### Structure and Format

Your professor's assignment sheet will likely detail exactly what should be included in your case analysis, so you should read it carefully and refer to it frequently during your writing process. Generally, however, your document will be split into sections, each with its own heading. Those sections are typically:

#### Table of Contents

The table of contents lists each section of the report and the page number on which each can be found. Each sub-section of the report should be listed, as well as each visual aid you might include in the appendix.

#### Abstract

The abstract briefly describes the company or organization you studied, the problem it faced, the thinking process you followed, and the outcome or solution you propose. In business writing,

*The purpose of a case analysis is to show your professor that you can think through a real-life business problem or decision-making process in a logical, professional, ethical, and informed manner.*

*Your professor may not require an abstract or table of contents. Refer to the assignment sheet to ensure you include all the sections required by your professor.*

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**Kenneth D. Garbade**



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and Engineering is not only a valuable addition to a college classroom but also an extremely handy reference for industry leaders looking to explore the possibilities presented by the expanding service economy allowing them to better target strategies for greater achievement

**Dynamic Manufacturing** Robert H. Hayes, Steven C. Wheelwright, Kim B. Clark, 1988 Writing for general managers the authors go beyond manufacturing structural decisions to actually changing the infrastructure of a manufacturing company the leadership and vision the policies and practices that are vital to creating superior factories and a dynamic learning continuum *Harvard Business Review*, 2007 Business Week, 1930 The Conference Board Bulletin, 1930

**The Leader's Change Handbook** Jay A. Conger, 1999 Table of Contents *Bulletin of the Taylor Society* Taylor Society, 1924

**Business Solutions for the Global Poor** V. Kasturi Rangan, 2007 References p 403 415 Michigan Purchasing Management, 1980 Includes a list of members

**Strategic Management Concise** L. J. Bourgeois, Irene M. Duhaime, John Lawrence Stimpert, 2001 Integrating three primary themes Strategic Management Concise Edition emphasizes how managerial thinking influences strategy formulation and implementation the importance of change and the need to think dynamically about strategic management and the importance of organizational learning Integrating real world coverage throughout the text includes such important issues as problems associated with price competition the use of litigation as a competitive weapon the unique challenges of service businesses the limitations of boards of directors and much more

Managing New Product and Process Development Kim B. Clark, Steven C. Wheelwright, 1993 Argues that a company's capability to conceive and design quality prototypes and bring a variety of products to market more quickly than its competitors is increasingly the focal point of competition The authors present principles for developing speed and efficiency *Factory, the Magazine of Management*, 1927 Productivity, 2001

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1. Understanding the eBook Harvard Business Case Solutions Free
  - The Rise of Digital Reading Harvard Business Case Solutions Free
  - Advantages of eBooks Over Traditional Books
2. Identifying Harvard Business Case Solutions Free
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Harvard Business Case Solutions Free
  - User-Friendly Interface
4. Exploring eBook Recommendations from Harvard Business Case Solutions Free

- Personalized Recommendations
  - Harvard Business Case Solutions Free User Reviews and Ratings
  - Harvard Business Case Solutions Free and Bestseller Lists
5. Accessing Harvard Business Case Solutions Free Free and Paid eBooks
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  - Harvard Business Case Solutions Free Compatibility with Devices
  - Harvard Business Case Solutions Free Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Harvard Business Case Solutions Free
  - Highlighting and Note-Taking Harvard Business Case Solutions Free
  - Interactive Elements Harvard Business Case Solutions Free
8. Staying Engaged with Harvard Business Case Solutions Free
- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Harvard Business Case Solutions Free
9. Balancing eBooks and Physical Books Harvard Business Case Solutions Free
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Harvard Business Case Solutions Free
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Harvard Business Case Solutions Free
- Setting Reading Goals Harvard Business Case Solutions Free
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Harvard Business Case Solutions Free

- Fact-Checking eBook Content of Harvard Business Case Solutions Free
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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