Title of Case Study:

Purpose of the Case Study:

*Guidance Notes in grey: (delete from submitted document)*

*The purpose of this case study is to provide, in narrative form, an outline of the process undertaken to develop, implement, and evaluate a quality initiative i.e. how the Plan-Do-Check-Act cycle has been applied to an activity or initiative.*

Initiation:

* *What prompted the development of the activity or initiative? (e.g. feedback from Schools, Students, External Examiners, implementation of new policy or legislation)*
* *What was the aim or perceived benefit of the initiative or activity?*

<ADD TEXT HERE>

Development:

* *Who was involved in the planning and design of the activity or initiative? Detail the individuals or working groups consulted (e.g. School Executive, students, employers, etc.).*
* *What were the key stages in its development?*
* *What were the criteria for success?*

<ADD TEXT HERE>

Communication:

* *How was the activity or initiative communicated to the relevant stakeholders? (e.g. via meetings, focus groups, email notification, advertisement on websites etc.)*

<ADD TEXT HERE>

Implementation:

* *Describe the implementation of the activity or initiative.*
* *What worked well, and how were challenges/barriers to successful implementation overcome?*

Evaluation:

* *How was the success of the activity or initiative assessed? What evidence was provided?*
* *Who has been impacted by the activity or initiative?*
* *What are the lessons learned from the development and implementation of the activity or initiative?*
* *What further steps, if any, are planned?*

<ADD TEXT HERE>

Evidence:

*Please provide evidence in support of your case study – this can be in the form of web links, attachments etc. and include for example Terms of Reference of Working Groups, project proposals/plans, sample communications to stakeholders, reporting on metrics etc.*