County Durham Sport

CPAL Research Toolkit:

Case Study Checklist

CPAL Research Toolkit: Case Study Checklist

This guidance sheet will help you to:

- Ensure you have prepared and planned for your case study interviews
- Ensure your question schedule is designed as well as possible

This document can be used alongside the "*Producing Case Studies*" guidance sheet to provide a full understanding of the processes behind preparing and carrying out interviews for case studies.

Planning the case study interview:

Stage	*Things to consider and/or to include*	*Completed?*
Research objectives	▪ A list of research objectives should be produced, setting out the topic areas that the conversation is going to cover and what you aim to find out under each topic	☐
	▪ Decide what is essential to find out about, and what is just "nice to know"	☐

Preparing for the case study:

Stage	*Things to consider and/or to include*	*Completed?*
Time	▪ The case study interviews need to be held at times that are convenient for the people you want to involve	☐
	▪ Enough time should be allowed for each interview. This should be around 10-15 minutes	☐
Location	▪ The location for the case study interview should be somewhere that is easy to access	☐
	▪ The location should be quiet and private	☐

Copyright 6th January 2011 by County Durham Sport. All rights reserved.

Participants	▪ Invite interviewees and keep reminding them about the case study interview to encourage them to turn up	☐
Recording	▪ If you plan on recording the discussion, make sure you have a good quality recording device	☐
Photography	▪ If you plan on taking photographs of the interviewees, make sure you have a good camera	☐
	▪ If you are using a professional photographer, make sure they know where the venue is and the time you want them to arrive	☐

Designing questions and the case study guide:

Stage	*Things to consider and/or to include*	*Completed?*
Research topics	▪ Choose 3-4 research topics that will provide the information you need	☐
Research questions	▪ Split each topic down into questions that you can ask	☐
	▪ Have no more than about 3-4 questions for each topic. These should be used to guide the discussion	☐
	▪ The questions need to be asked in a logical order.	☐
Open questions	▪ The first few questions should ask for factual information, such as name, age, etc	☐
	▪ The main questions need to be open to allow the interviewee to respond freely. For more information on how to structure questions, refer to the case study guidance sheet	☐
Question wording	▪ Questions should be clear and easy to understand	☐

Copyright 6th January 2011 by County Durham Sport. All rights reserved.

Interview agenda	▪ Write a brief agenda to read out at the start of the interview	☐
	▪ Introduce yourself	☐
	▪ Stated why the interview is being carried out	☐
	▪ Outlined your procedures for maintaining confidentiality and anonymity, i.e. that data will be stored securely and individual answers won't be revealed to anyone	☐
	▪ If the discussion is being recorded, this should be explained. Also explain that the recording will be stored securely and deleted once the information has been written up	☐
	▪ Explain how the case study is going to be used, and how the interviewee's personal details will be used with the case study material	☐
	▪ If the interviewee is going to be photographed, they should be informed about this in advance and have agreed to it. Explained how the photograph will be used	☐
	▪ Explain that a person doesn't have to answer all of the questions if they don't want to, and they can stop the interview at any time if they wish	☐

Pilot the questions:

Stage	*Things to consider and/or to include*	*Completed?*
Pilot the questions	▪ Practice using the discussion guide with another person	☐
	▪ Ask for feedback on: - How easy the questions were to understand - What they though of the structure of the interview - If there was anything they were unsure of	☐
	▪ If applicable, make any changes for future interviews	☐

Copyright 6th January 2011 by County Durham Sport. All rights reserved.