

# Methodology

## 1. Case Selection

Describe the rationale and criteria for selecting the case(s) under study. Mention any sampling methods or inclusion/exclusion criteria utilized.

## 2. Data Collection Methods

Clearly outline the data sources utilized in the case study:

- Primary data (e.g., interviews, observations, surveys)
- Secondary data (e.g., documents, archival records, reports)

Specify how data were collected and recorded.

## 3. Data Collection Instruments

Detail any tools, protocols, or forms used in data gathering (e.g., interview guides, survey questionnaires, observation checklists).

## 4. Data Analysis Procedures

Describe how the collected data was processed and analyzed, such as coding procedures, thematic analysis, or other qualitative/quantitative techniques employed.

## 5. Validity and Reliability/Trustworthiness

Explain steps taken to ensure the credibility and reliability of findings (e.g., triangulation, member checking, audit trails).

## 6. Ethical Considerations

State any ethical approvals received and how informed consent, confidentiality, and participant rights were addressed throughout the research.

## 7. Limitations

Acknowledge any methodological limitations encountered during data collection and analysis.

## Important Notes on Methodology Sections for Case Study Reports

- The methodology should be detailed enough for others to replicate the study.
- Transparency in describing procedures and choices enhances credibility.
- Address potential biases and how they were managed.
- Clearly explain the rationale behind case and method selection.

- Ethical considerations are essential and should always be reported.