**Title** [provide short, one line title]

**What was the issue?** [what was the problem you needed to solve?]  
No more than 100 words

**What action did we take?** [What solution did you put in place to solve the problem?]  
No more than 150 words

**What improvements were made?** [What were the results/outcomes of the actions made]  
No more than 150 words

**What happens next?** [What gaps still exist?]No more than 150 words

**For further information:** [Please add contact so that staff can learn more if needed]

Top tips:

* Use bullet points
* Think about your reader – remove jargon, use plain English
* Keep it brief and high level
* Provide imagery to bring your case study to life