

Final Checklist for each Written Case Deliverable

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[updated: Wednesday, December 3, 2008]

Course: BUS 302
Title: *The Gateway Experience* (3 units)

“All business depends on men fulfilling their responsibility.”
---Mohandas Gandhi (1869-1948)

Introduction

The purpose of this brief document is to help students ensure that each of requirements for a quality written case final deliverable is complete.

Checklist

Completed	
✓	Activity
	Read, reviewed, and discussed among the team all of the requirements for the written case deliverable.
	Checked that all required questions were answered completely; that is, the theory is understood, the assumptions (if any) are stated, the implications are indicated, and the resulting explanations are clear.
	Checked that parts that originated with different team members use correct and consistent formatting (e.g., typefaces, typesize)
	Checked (and re-checked) spelling, grammar, punctuation, mechanics, and related composition issues.
	Checked that all figures, tables, and equations are numbered and labeled.
	Checked that the page numbers in the table of contents match the actual page numbers (and that the page numbers in the document are correct).
	Checked topic sentences and transition sentences for clarity.
	Checked that cases in the library were used, cited, and referenced correctly
	Checked that required structural elements (e.g., cover page, executive summary) are completed, sequenced, and numbered correctly.
	Checked that the last name of each team member is underlined on the cover page.
	Checked that the “strategic considerations,” “ethical considerations,” and “recommendations” sections are complete.
	Assigned clear responsibility, including the assessment of potential contingencies, for submitting electronic and print copies of the written case deliverable.