

Multi-site Connectivity Case Study Writing Guidelines

The following case study report writing guidelines, whilst serving to facilitate comparison of experiences to be made, are not intended to be too rigidly adhered to as it is recognised that different organisations will have differing experiences and emphasis in implementing the projects. For some organisations, cost will have been the priority whereas with others, the technical solution or geographical constraints may have been important.

Multi-site Connectivity Case Study Guidelines - Topics to be Covered:

Abstract/Overview - Brief description of document contents which could be used to help potential readers decide if the document was relevant to their interest. (The contents should ideally include; scope of the project, reason for project, planning, costing, implementation, installation and commissioning, operational performance and reliability, how the links have been utilised and the benefits that the links have brought and finally, how well the link(s) has satisfied the initial need, any lessons learned.) [Max 200 words]

Introduction - Brief description of previously existing network topology. New need or shortcomings of old network that had to be addressed. Motivation for project. Summary of requirement.

Service Requirements and Constraints - what the link was needed for, bandwidth requirement assessment, service level requirement for link, support/maintenance level deemed appropriate to organisation's level of in-house technical expertise, cost constraints/funding available, any other issues that had to be addressed.

Feasibility Study / Site Survey / Cost Comparisons - what technologies were available/considered, site/geographical considerations, technical constraints, cost comparisons undertaken, what technology was chosen and why.

Project Planning - outline of project plan.

Procurement - specification of selected system, options, purchasing/tender process, result, basis of decision for selecting offered solution and supplier.

Implementation - final site survey, planning and licence applications if any, final specification of equipment, installation, commissioning, testing, any major issues faced or which organisations undertaking a similar project should be aware of such as; management issues, technical issues, security issues, dealing with supplier(s).

Operational performance and reliability - experience over the (eg. 3 month) period since installation.

Benefits of project - how the links have been utilised, improvements in services and applications, how well the link has satisfied initial need.

Lessons Learned - how things might have been done or approached better.

Summary - project, experience (effort, suppliers, problems), comment on cost, result, recommendations. [Max 250 words]

[The ideal case study is likely to be about 12 pages long]