Activity	Complete?		
Think about your case study in relation to your theoretical stance	Yes ☐	No ☐	N/A ☐
Revisit your research questions	Yes ☐	No ☐	N/A ☐
Decide on a unit of analysis	Yes ☐	No ☐	N/A ☐
Select your cases	Yes ☐	No ☐	N/A ☐
Design data collection tools and protocol	Yes ☐	No ☐	N/A ☐
Take steps to ensure data quality	Yes ☐	No ☐	N/A ☐
Conduct your first case study	Yes ☐	No ☐	N/A ☐
Conduct your remaining case studies	Yes ☐	No ☐	N/A ☐
Describe your cases in detail	Yes ☐	No ☐	N/A ☐
Create a case study database	Yes ☐	No ☐	N/A ☐
Analyse your data	Yes ☐	No ☐	N/A ☐
Write individual case study reports	Yes ☐	No ☐	N/A ☐
Draw cross-case conclusions	Yes ☐	No ☐	N/A ☐
Modify your theory	Yes ☐	No ☐	N/A ☐
Consider the implications of your research	Yes ☐	No ☐	N/A ☐
Report your results	Yes ☐	No ☐	N/A ☐