

Case Study Format

Company Name- Case Title- Method used- Eg. Trial and error, Lean tool etc. Team members - Eg.Mr.Abc(Designation) Category- Management /Operator Facilitator(if any)
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Case Study content					
Problem background-					
Problem selection- Based on Priority					
Action plan/Methodology (Tools, Techniques ,step by step)					
Analysis (In tabular format as follows)					
<table border="1"><thead><tr><th>Operation</th><th>Root cause</th><th>Counter Measure</th></tr></thead></table>			Operation	Root cause	Counter Measure
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Result/ benefits-					
Conclusion-					
Future scope-					

1. A cover/title page should contain the title of case, name of participant/s. The cover/title page should not be numbered. Do not include any blank pages.
2. For segregation under management and operator category company should consider following two points-
 - a) Idea generation
 - b) Maximum Involvement in Project

Depending on the above two points ,the company can place their teams in suitable categories (Management and Operator)

3. The following pages of text should be numbered in sequence in the lower right hand corner. You may also put the case title or subject in the footer. Do not put extra-large margin at the top on first page. Names should not be mentioned on any pages after the cover/title page.
4. Case study should be word-processed using an approximately double-spaced font or typeface similar to this one (**Arial font size 16 for heading,14 for sub heading and 12 for content. Max. word limit :2500 or 3 Page**), printed in dark-black ink, with one-inch margin on left side of standard A4 paper. There should not be any extra spaces or blank lines in between paragraphs (other than the usual double-spacing). Text should be justified (aligned) along the left margin. Neat Figures, diagrams and setup layout sketches will add more benefit.

PRODUCTIVITY IMPROVEMENT PROJECT COMPETITION 2012

5. All submitted cases should be for a formal audience, in the third person, be free of inappropriate abbreviations, be carefully composed using your own words, be grammatically correct.

Send the case study in above standard format in .doc file(compatible with Microsoft office word 2003)

Case Presentations: General

Each presentation should be of maximum 20 minutes followed by question and answer session.

Case Presentation Guidelines:

1. Paper Presentations should be in PowerPoint or PDF format. If in PowerPoint it must be with .ppt (PowerPoint 1997-2003) extension.

2. You must bring it in either USB stick (Preferable) or CD.

Do not use formats other than the above (eg. **DVDs** etc.). These should be handed to the organizers during the break prior to the session in the assigned hall.

3. All files should be in a format supported by a PC running on Windows XP platform.

4. If the PowerPoint contains moving images or interactive elements, these should be brought as separate files.