

Faculty Role

Identify a Need, Select a Study Site, Supervise Case Writing

Identify
Need

Obtain Permission
from Company to
Start Case

Supervise
Case Writing and
Teaching Note

Send detailed case description to Case Editor

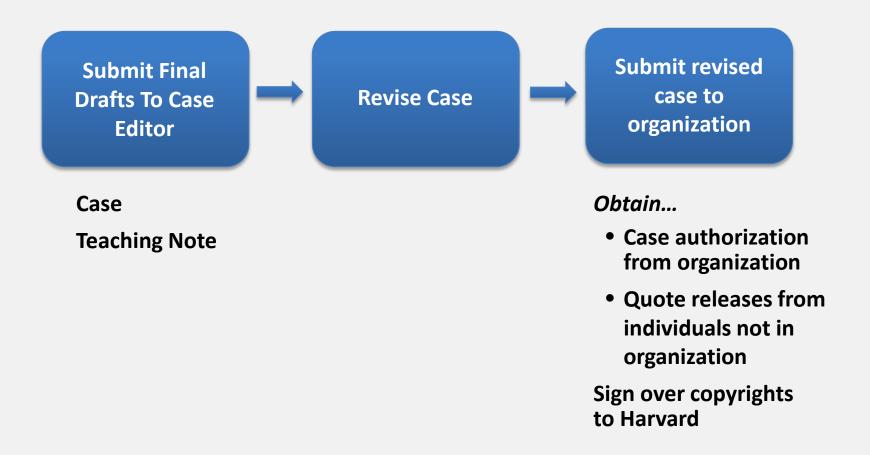
Request funding (if needed)

Use Case Library template for required non-disclosure agreement

- Case outline
- List of interviewees
- Interview guidelines
- Supporting documents
- Case drafts
- Fact checks
- Release authorizations

Faculty Role

Submit Draft, Revise, Get Authorization



Faculty Role

Finalize, Teach, Revise (maybe?)

Finalize Case Submit Teach and **Revised Case** and Revise(?) **Teaching Note**

Submit all authorizations, quote releases, copyright forms, etc.

Case Library staff submits case to HBS **Publishing for listing** and distribution

Teach 1 - 2XRevise

(if necessary)

HBS Publishing

Case Library staff review and submit to