

Assessment 2: Task 1 Content Overviews



DOCUMENT 1: BUSINESS CASE CONTENT OVERVIEW

Part A: Organisational Requirements	
Type of Document	Click or tap here to enter text.
Application	Click or tap here to enter text.
Method of communication	Click or tap here to enter text.
Title of document	Click or tap here to enter text.
Purpose of Document	Click or tap here to enter text.
Audience	Click or tap here to enter text.
Related policies and procedures or other information sources	Click or tap here to enter text.
Visuals and Graphics	Click or tap here to enter text.
Format, style, and structure	Click or tap here to enter text.
Part B: Content Outline	
<i>In your response include content categories. List these in a logical sequence according to your structure, content and document requirements.</i>	
<i>Note: This is an outline only</i> Click or tap here to enter text.	

END OF CONTENT OVERVIEW DOCUMENT 1



DOCUMENT 2: POWERPOINT PRESENTATION CONTENT OVERVIEW

Part A: Organisational Requirements	
Type of Document	Click or tap here to enter text.
Application	Click or tap here to enter text.
Method of communication	Click or tap here to enter text.
Title of document	Click or tap here to enter text.
Purpose of Document	Click or tap here to enter text.
Audience	Click or tap here to enter text.
Related policies and procedures or other information sources	Click or tap here to enter text.
Visuals and Graphics	Click or tap here to enter text.
Format, style, and structure	Click or tap here to enter text.
Part B: Content Outline	
<i>In your response include content categories. List these in a logical sequence according to your structure, content and document requirements.</i>	
<i>Note: This is an outline only</i> Click or tap here to enter text.	

END OF CONTENT OVERVIEW DOCUMENT 2



DOCUMENT 3: PROCEDURE CONTENT OVERVIEW

Part A: Organisational Requirements	
Type of Document	Click or tap here to enter text.
Application	Click or tap here to enter text.
Method of communication	Click or tap here to enter text.
Title of document	Click or tap here to enter text.
Purpose of Document	Click or tap here to enter text.
Audience	Click or tap here to enter text.
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Visuals and Graphics	Click or tap here to enter text.
Format, style, and structure	Click or tap here to enter text.
Part B: Content Outline	
<i>In your response include content categories. List these in a logical sequence according to your structure, content and document requirements.</i>	
<i>Note: This is an outline only</i> Click or tap here to enter text.	