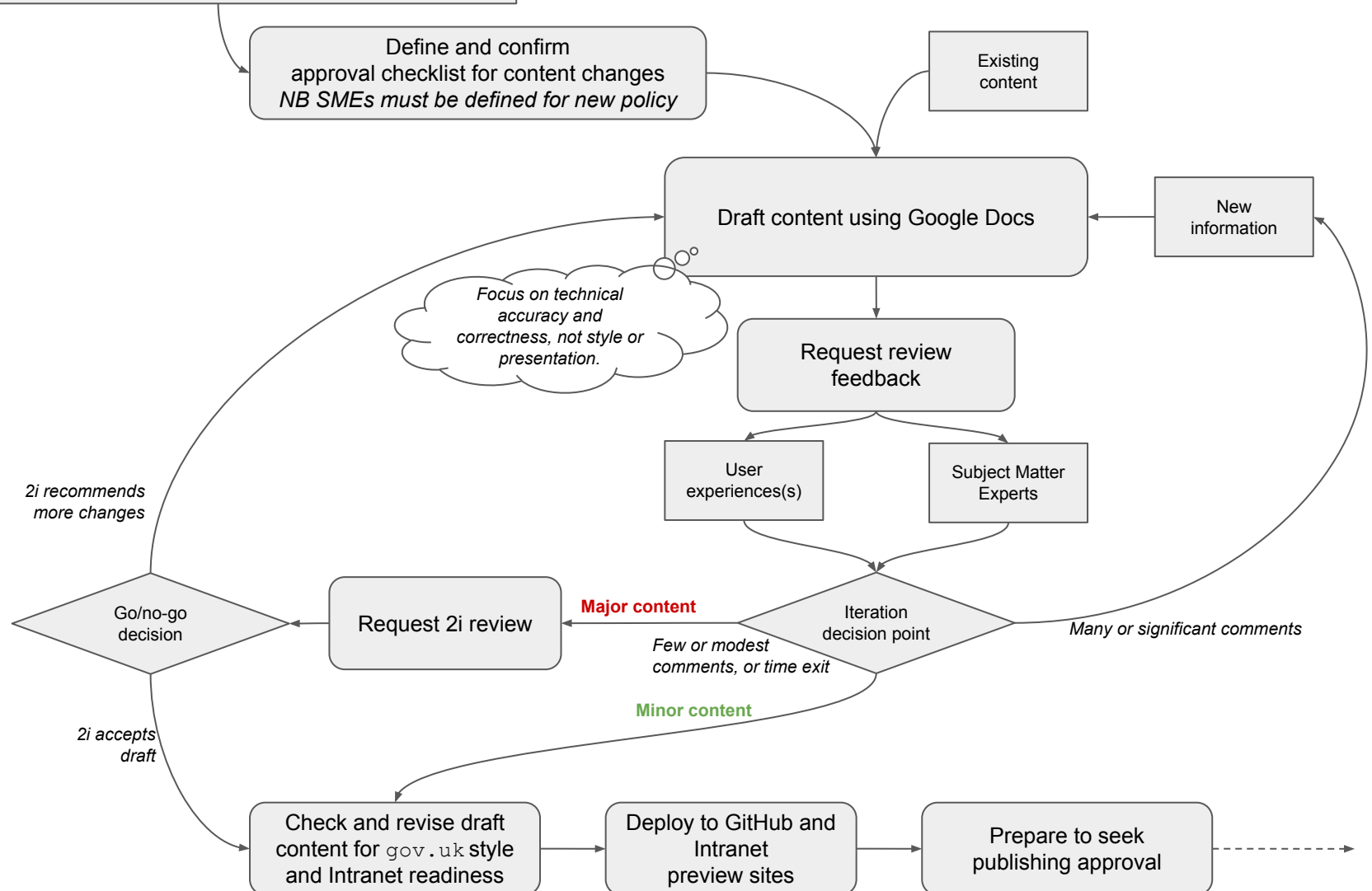


Content preparation

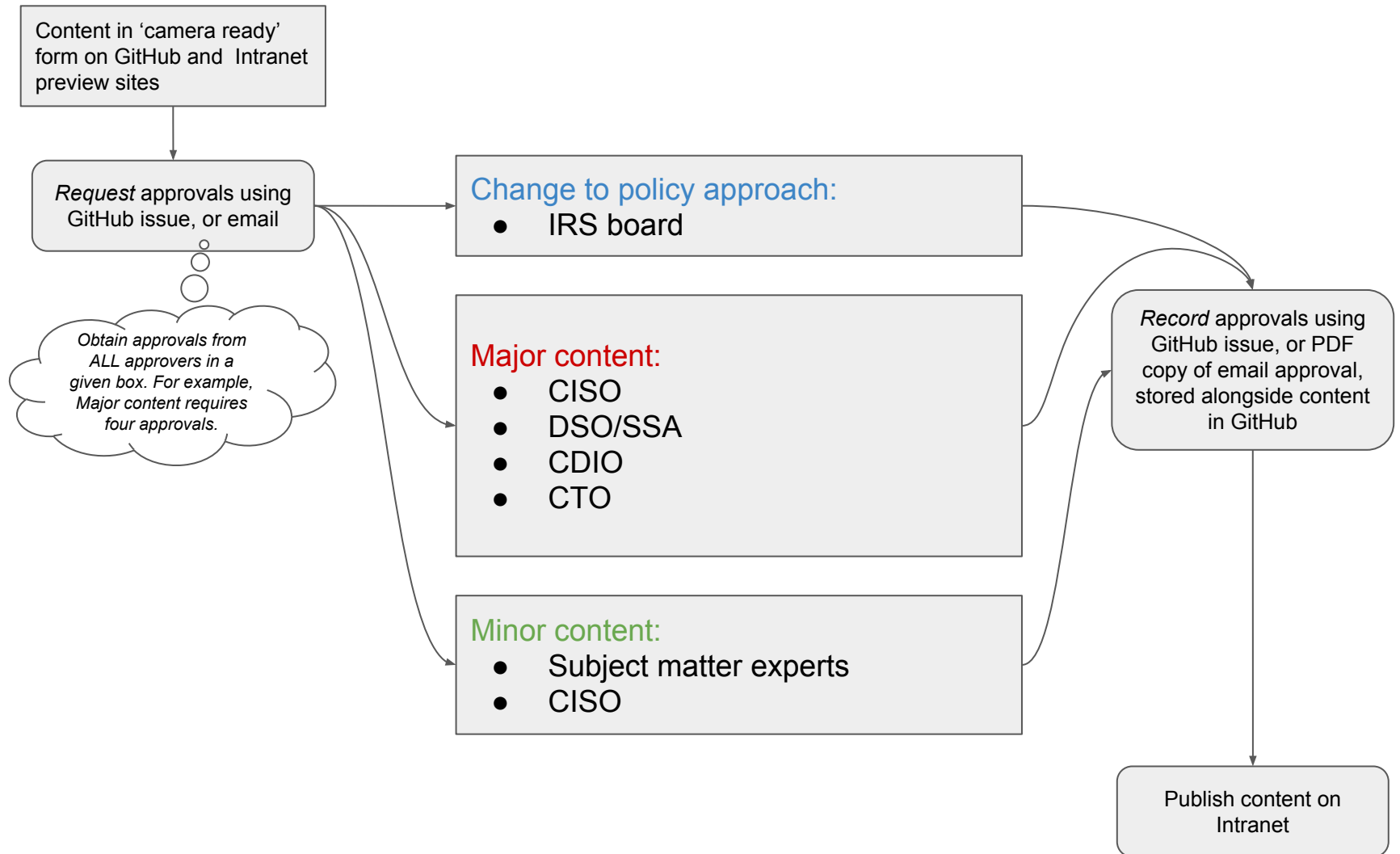
Content requirement

Triage to ensure work is necessary and approvable

- **Major:** new content, significant change to policy or content, removal of content (Slide 3)
- **Minor:** small changes, style, Guidance, Principles



Process for approval to publish



Deprecate or delete content

Specification of target content to deprecate or delete

Deprecate = Mark as out of date or invalid, but retain visibility on Intranet for legacy information purposes.

Delete = Remove from Intranet.

Identify replacement content, if appropriate

Identify 'consuming' content that uses or refers to target content

Obtain approval for deprecation or deletion changes, using **Major content** change approver list

Modify 'consuming' content to refer to replacement content *or* remove dependency on target content

Mark target content as deprecated *or* remove from Intranet

