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| **Version No.** | **Date** | **Updates** | **Feedback (If Any)** |
| 1.0 | 22/03/2022 | Initial, ‘blank’ Prototype Document created for allocation to project folder | N/A |
| 1.01 | 23/03/2022 | Initial main headings are added to the document | N/A |
| 1.02 | 24/03/2022 | Initial subheadings are added to each main heading | N/A |
| 1.03 | 27/03/2022 | Rough draft of “Section 1: *Who is this guide for?” c*ompleted.  Rough draft of “Section 2: *What this guide does NOT cover”* completed | N/A |
| 1.04 | 29/03/2022 | Rough draft of “Section 3: *Pre-Installation” c*ompleted. | N/A |
| 1.05 | 30/03/2022 | Rough draft of “Section 4: *Ongoing Use” c*ompleted.  Added preliminary heading to Section 4: Device Configuration | N/A |
| 1.06 | 31/04/2022 | Addressed the documents accessibility by updating the scope and adding the following to the prototype document:  Running the accessibility wizard built into Microsoft word allowed for the removal and clarification of problematic items that could affect accessibility for some users  Adhered to and outlined 4 areas in which the W3C set of accessibility guidelines have been implemented being:   1. *Non-text Content: Decoration, Formatting, Invisible* 2. *Use of Colour* 3. *Contrast Minimum* 4. *Resize Text* | Initial feedback from the project sponsor, is that *draft* efforts made to make the document/guide more accessible are acceptable |
| 1.07 | 01/04/2022 | Added instructions at the beginning of the document (directly following the title page) and have incorporated preliminary accessibility | N/A |
| 1.08 | 02/04/2022 | Rough draft of “Section 6: *Destruction/Removal/Returning of Devices” c*ompleted. | Stakeholders (COI) have provided feedback, being that the content covered is spot on with their research and previous experiences. |
| 1.09 | 02/04/2022 | Document history and contents headings are updated and accessibility checker re done and fixed as recommended by the wizard. | N/A |