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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 | COI has provided feedback that the initial main headings are fine for now after further clarification after the weekly meeting. |
| 1.02 | 24/03/2022 | Initial subheadings are added to each main heading | N/A |
| 1.02 | 25/03/2022 | Initial research begins. Content for each field/heading is searched for within the following online sources:  Academic:   * ECU Library searches * Google Searches for relevant media or industry publications   Media:   * Google Searches for relevant media or industry publications   Industry:   * NIST Publications and guides * ACSC Publications and guides | COI Stakeholders group has provided feedback that the sources examined for and researched against provide adequate material for the prototype, but more will be required before submission of the finale set of deliverables. |
| 1.02 | 25/03/2022 | 1st Quality Assurance Check-in Conducted  Are the research notes acquired relevant to the topics covered and can they be backed up by valid sources or current examples that can be corroborated?  Are valid references available for the document/guides reference list? | QA Tester/s:  Project Manger  COI Stakeholders  All reference material is valid and is measurable against other sources.  References are added to the document/guides reference list for user retrieval. |
| 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 |
| 1.05 | 30/03/2022 | 2nd Quality Assurance Check-in Conducted  Are the heading and subheadings relevant to the original project scope and required deliverables? | QA Tester/s:  Project Manger  COI Stakeholders  Early feedback from the COI team in non-formal consultation has provided feedback that the headings and subheadings are adequate. Will confirm formally at next meeting. |
| 1.06 | 31/03/2022 | 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 | COI Stakeholders group have agreed that the accessibility has been adequately addressed in the prototype. |
| 1.07 | 01/04/2022 | 3rd Quality Assurance Check-in Conducted  Has the ‘curveball’ presented to the team been properly addressed? | QA Tester/s:  Project Manger  COI Stakeholders  The COI stakeholder team has provided positive feedback to the accessibility considerations made within the guide and are in-line with the new updated project scope. |
| 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 aligns with their research and previous experiences. |
| 1.08 | 02/04/2022 | Document history and contents headings are updated, and accessibility checker re- done and fixed as recommended by the wizard. | N/A |
| 1.09 | 04/04/2022 | ECU Logo removed from the prototype.  *Document History under* the *Document Control* headinghas been modified to only include major updates or additions that would be relevant to the end-user. | These changes were briefly mentioned by the COI stakeholder team in a non-formal meeting and was agreed by all parties that is  removal is necessary. |
| 1.09 | 05/04/2022 | Appendix Removed to avoid accessibility/compatibility issues | N/A |
| 1.10 | 09/04/2022 | Prototype Submitted to Key Stakeholders for Feedback | Pending |