The client’s Region’s COVID response team is interested in using case count data to support the needs of multiple stakeholder groups.

The team have been asked to put together short summaries of this data for two different purposes and audiences, with a focus on trends over time.

The three stakeholder groups are as follows:

1. **The Public**

The purpose of this summary is to report Region COVID-19 case counts externally to the public, and provide daily updates on case counts. This summary is to be updated daily, and in addition to the current day’s information there must be a way to see a history of information from previous days.

Visuals from this summary will be posted on the Region website and in Region social media posts.

1. **The logistics and staffing team**

The purpose of this summary is to best assign staff to teams within the COVID response. The logistics and staffing team want to better understand the workload associated with our case counts to better optimize our staffing assignments.

They are particularly in the number of cases for three case investigation teams:

* + The Institutional Outbreak team
  + Travel Case Management team
  + Community Case Management team (who follow up on all cases that are not associated with outbreaks or travel).

Please prepare **two** 1-page summary deliverables, one for each audience, with the following requirements:

* Maximum one-page long, note that it can be shorter as appropriate to the audience.
* Includes a feature visual to present the data.
* May include additional visuals if helpful to achieve the purpose of the deliverable.
* Includes text content for key insights, explanation, interpretation, and/or other communication as needed to achieve the purpose of the deliverable.

For these summary deliverables, using Tableau Public to prepare the visualizations is preferred, but not required。

In addition, prepare a document (maximum 2 pages) to explain the decisions that went into preparing these summaries. Please include the following elements, and note that bullet points are acceptable:

* Understanding of each stakeholder audience
* Rationale for selecting which variables to present to each audience
* Rationale for choice of feature graph or chart for each audience
* Rationale for including text content to meet the needs of the audience.
* Other considerations for preparing the summary.