Content Outline (5%)

Team Documents (2%)

Content Outline

The content outline documents your plans for your web content and how the content will meet the needs of your client, potential website users, and your presentation audience. Create a document that includes the following major sections.

# Title page:

* Project name
* Date
* Team Name and Team Member Names

# Major report sections:

1. Project Description and Plan for Meeting Requirements:

Write 1 – 2 paragraphs discussing the following:

1. How will your web content help your client, website users, and presentation audience solve their problems and fulfill their needs for the project?
2. How you will accomplish the objectives listed in your client analysis.
3. How your web content will appeal to your client, website users, and presentation audience based on the appeals you discussed in your client analysis.

# Key Points:

1. In point form, list the key points you will include in your web content (at least 10 key points).

For example, you might have key points such as potential employers, average

starting salaries, skills required, job satisfaction levels,etc. Put the points in the

order that they will appear in the web content.

1. The web content you produce should be similar (thematically) for each area of interest you are discussing. For example, assume your team is producing web content for Animation and Game Design, and in the Animation section, you show potential employers and average starting salaries. In your Game Design section, you should also show potential employers and average.

Team Documents

The Team Documents submission should include the team's meeting minutes from all meetings and a final version of the team's Project Schedule. These are documents and not links for submission. Submit all the meeting notes in a folder with the file naming below. The schedule can be loose in the folder; the file name is outlined below.

# Submit assignment to Brightspace:

File naming requirement: Last name\_ team number\_assignment name

Example: Smith\_4\_outline/meeting

**Each team member must submit a copy of the assignment.**