Unit 1 . **Improving Productivity Using IT**

**Plan select and use appropriate IT systems and software to meet needs**

**1.1.2 I can describe the methods, skills and resources needed to complete my tasks successfully**

I used web site as a method of presenting information to a general audience, using web pages is often a better choice than desktop presentation software. In a web page, the information is permanently and immediately available to the intended wide audience and this information can be linked to related information in other pages . It can be updated remotely . I created my web sites pages with minimum requirements . so can even computers with old versions of browser can see my web site. In terms of skills I used simple design without complex animation and effects , so can my audience can easily understand content of my web page . I used idea of KISS to creating my web site .sometimes projects with big changes and new software and systems become useless because less trained staff . training staff sometimes very time consuming and spending huge amount of money . so changes and updates should be effective and applicable . again my work requires minimum resources to see . It can be accessible to everyone . I used SMART method on my work to keep it simple , accessible , available , and understandable .