DRAFT - ICT Project Guidance

Education Text & Item Qualities

Version:

0.1

Author:

Sky Sigal, Solution Architect

## Description

<TODO>

## Synopsis

<TODO>

## Contents

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## Introduction

BOSSCARD/ RAID: Background [], Objective, Options, Scope[In/Out], Stakeholders [Users], Constraints, Assumptions, Risks, Dependencies, Decisions, Deliverables.

Risks

Resolution

Item & Text development Dimensions

The following are aspects to consider defining:

Standards

…alignment to …

Correlation of materials

…Personas (Timmy, Rover, …)

…race…

…neurodiversity…

…colour blind…

…visual impaired…

…physical …

…culture…

…faith…

…Contexts (On the Farm, In the City, …)

Nouns, Adjectives

…

Use Person

…use of first, second, third …  
  
Sentence length

…

Sentences per Paragraphs

…

Material Length

…avoid scrolling on mobile…

Case

…avoid capitalisation of words…

Font

…italise what kinds of words?

Font Colour

…avoid using colours for categories or content.

Structure Constraints

* Avoid starting sentences with But. Starting with However is acceptable.
* Avoiding starting paragraphs with However.

Appendices

Appendix A - Document Information

### Images

[Figure 1: TODO Image 2](#_Toc144995112)

### Tables

[Table 1: TODO Table 3](#_Toc145048484)

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### References

**There are no sources in the current document.**

### Review Distribution

The document was distributed for review as below:

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### Audience

The document is technical in nature, but parts are expected to be read and/or validated by a non-technical audience.

### Structure

Where possible, the document structure is guided by either ISO-\* standards or best practice.

### Diagrams

Diagrams are developed for a wide audience. Unless specifically for a technical audience, where the use of industry standard diagram types (ArchiMate, UML, C4), is appropriate, diagrams are developed as simple “box & line” monochrome diagrams.

### Terms

Refer to the project’s Glossary.

##### IT

: acronym for Information, using Technology to automate and facilitate its management.

##### ICT

: acronym for Information & Communication Technology, the domain of defining Information elements and using technology to automate their communication between entities. IT is a subset of ICT.