* **Audience.**Share a summary of checklist items 1-4.
  + Define the target groups that will use the document or website
    - WHO officials, Health officials within Ethiopia
      * Including the Ministry of Health
  + List characteristics of the groups that should influence writing design (for example, age, computer experience, etc.)
    - The people reading this report are well educated Health practitioners or Elected officials with knowledge in the field.
    - This being said some of the audience may not be strongly versed in English and may struggle with advance vocabulary which the writer should be wary of.
  + List and prioritize top tasks by audience group
    - Reduce the death rate of mothers and children at birth
      * Design new training related to the WHO program IMEESC
      * Prepare project proposals with outside entity’s to improve emergency surgical care especially in areas of limited health care facility’s
    - Focus on the South Nations Nationalities and Peoples Regional as it is one of the regions with the highest death rates.
  + List what people in each audience group need or need to know to complete tasks
    - Both groups need to read thought the meeting notes and field visit descriptions to see the underlying problems with the health care system and Identified pivot points.
* **Document Before and After.**Help us visualize what you changed in your document revision.
  + Organize the content so that it flows logically
    - I have reorganized much of the content in order to give the document better flow.
      * Some sections have been removed or moved to other areas like the apendix.
      * Most notable the beef of the document has been reduced to 4 or so pages including the sections Background, Field Tests, Intro to IMEESC and Recommendations and conclusions.
        + I believe that these 4 sections sum up the idea of this documents very well and most of the rest is for a more in-depth understanding.
  + Use headers and sub-headers to organize the information
  + Write headings that help readers predict what is coming up
    - Most of the headers and sub headers have been changed to convey the information more obviously that within the original document
    - This will help direct the readers with what is going on in each seaction
  + Break content into short sections that reflect natural stopping points
  + Write short but logical sentences
    - I believe I have broken most of the content into small less run on essk sentences that try to convey the points more logically
  + Present important information first in each section, subsection, and paragraph
    - I have also attempted to make the most important information more relevant at the start of new sections and support them with facts within the rest of text.
  + Include the details that help the reader complete the task
  + Leave out details that don’t help or may distract readers, even if they are interesting
  + Use transitions to connect ideas, sentences, paragraphs, or sections
  + Use a conversational, rather than legal or bureaucratic tone
  + Use strong verbs in the active voice
  + Use words the audience knows
  + Make titles or list elements parallel (for example, start each with a verb)
  + Use typography (font size, color, bold, etc.) to guide the reader’s attention
  + Use whitespace to organize the information
  + Use images to make content easier to understand
* **Testing.**Describe your findings from the design test as well as the revisions you made based on your findings from a high level combination of checklist items 22-34. Not all of these items are feasible for this assignment. Focus on collecting some useful feedback.
  + The biggest takeaway from testing is that the information given in what I have renamed to the meeting minutes was not substantial and had already been mentions within the Introduction to the IMEESC section. Because of this the sections were moved to the appendix as some may still be interest in the findings of specific meetings.
* **Intervention.**Summarize the level of intervention(s) your revised document is attempting to act on.
  + **I believe that my revised paper attempts to intervene within the goals of the health system in Ethiopia. Which Donella Meadows lists as the number 3 most effective way to do so. The paper is a call out to a problem that has been identified previously and has had little improvement. This document attempts to develop a plan that the local government can fallow and even offers the help of the WHO.**
* **Dialogic Leadership.**Summarize the dialogic leadership approaches that your document could support.
  + **This document and its creators participates in two of the four practices of Dialogic leadership. At first the document shows how the WHO leadership can Follow and Listen to what the circumstances are within individual health clinics from the field visits. The team then used the aggregate data collected form these visits to identify specific problems related to the mortality rate of mothers and infants. It then moves on to the practice of Voicing, this happens with the leadership of the Health Ministy and other officials of Ethiopia develop a plan to address the concerns.**
* **Foresight.**Discuss how your document might be useful to developing or supporting foresight.
  + **This Document can have a broad impact on the foresight of other country’s with very similar problems, assuming that the plan developed had a positive effect. WHO can breff these countries before spending the time and money to deduce their own underlying causes and likely will be able to correct their health problems more rapidly.**
* **Critique.**Offer a brief critique of the checklist and this assignment. Discuss what you found help and suggest improvements.