

## Copilot

I've reviewed your draft, and here's how it aligns with the criteria you provided:

### 1. Document Format and Focus:

- **Report Format:** The document is in a report format created in a word processor.
- **Technical Topic:** The project focuses on the usability of the VPN Installation & Setup Documentation on the VT4Help website, which is a technical topic.

### 2. Front Matter:

- **Letter of Transmittal:** Present and includes a return address, date, inside address, salutation, and signature block. It focuses on the big picture.
- **Title Page:** Includes a specific title, information on whom the report is prepared for, and who prepared it. The title clearly indicates the subject and scope.
- **Abstract:** Present and summarizes the report in approximately 200 words, addressing readers familiar with the technical subject.
- **Table of Contents:** Detailed and includes all section headings and subheadings with page numbers.
- **List of Figures and Tables:** Present and includes the specific names and page numbers of each figure and table.
- **Executive Summary:** Summarizes the background, findings, implications, and recommendations for management.

### 3. Body of the Project:

- **Introduction:** Provides an overview, context, background, and forecasts conclusions and recommendations.
- **Methods:** Explains how the research was conducted without discussing the findings.
- **Results:** Describes the findings from the research.
- **Conclusions:** Discusses the implications of the findings and how they influence future actions.
- **Recommendations:** Provides options and explains how readers should proceed based on the research and conclusions.

### 4. Back Matter:

- **References:** Includes citations for all sources used in a consistent bibliographic format.
- **Appendices:** Each begins on a new page with a specific title and label. The labels use alphabet letters.

### 5. Design and Formatting:

- **Professional Design:** The document is professionally designed and formatted, making a good first impression. It includes page numbers.
- **Headings and Subheadings:** Uses specific headings and subheadings to make information easy to find and read.
- **Visuals:** Well-integrated and designed visuals clarify the information. Each visual has a label and is referred to by name in the text, placed near its mention.

### 6. Originality:

- The project appears to be original and written by your group, not copied or rephrased from another source.

Your draft meets the criteria well. If you have any specific sections you'd like more detailed feedback on, feel free to ask!