**MEMORANDUM**

To: Traci Gardner

From: Geordi Laforge, Data, and Wesley Crusher

Subject: Progress Report on Apricot Ocelot Fact Sheet Collection

Date: April 11, 2025

Our group is creating a Fact Sheet Collection on usability, document design, and accessibility topics that will help the team improving the Apricot Ocelot website. This document provides an update on our work, including specific details on the work that has been completed and the work that is scheduled for the rest of the project.

## Work Completed

So far, we have finalized our collection’s topic focus and conducted initial research. We’ve also begun outlining individual fact sheets and planning the layout of our document.

**Topic Focus and Research**

We chose to focus on accessibility and user-centered design as applied to the Apricot Ocelot brand. Each group member selected a related subtopic, and we have compiled a shared list of credible sources in a Canvas Discussion to support our writing. We’ve also started drafting key points and organizing our findings.

**Structure and Team Assignments**

We’ve mapped out the structure of our Fact Sheet Collection and assigned responsibilities as follows:

* Letter of Transmittal, Title Page, and TOC: Geordi is drafting and organizing these introductory elements.
* Individual Fact Sheets: Each of us is writing a fact sheet for the collection as follows:
  + Color Contrast: Geordi
  + Repetition in Formatting: Data
  + Alt Text for Photographs: Wesley
* Visual Design:Wesley is focusing on overall layout and design, specifically prioritizing the collection’s consistency.

So far, our group has analyzed the website and addressed the structure of our recommended revisions.

**Website Analysis**

We have analyzed the website and gone over every page and link to check for the design principles our fact sheets will focus on. Every comment we made has been recorded in a report in Google Docs. In the same document we have solutions for each problem or ideas of how they can be improved. This gives us a single place to brainstorm and try to solve the problems we found. This list will provide the examples for our fact sheets.

## Work Scheduled

Each of the previously mentioned sections that are being completed by the group members needs to be completed by Tuesday, April 29, following the schedule shown in the Gantt Chart below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task Title** | **Task Owner** | **Start Date** | **Due Date** | **Duration** | **April 14–18** | | | | | **April 21–25** | | | | | **April 28–May 2** | | | | |
|  | | | | | **M** | **T** | **W** | **R** | **F** | **M** | **T** | **W** | **R** | **F** | **M** | **T** | **W** | **R** | **F** |
| 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 1 | 2 |
| **Fact Sheet Design & Composition** | | | | | | | | | | | | | | | | | | | |
| Research & Problem-Solving | Full Team | 4/14 | 4/16 | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finalizing Design Template | Wesley | 4/14 | 4/15 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Writing Fact Sheets | Full Team | 4/16 | 4/22 | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fact Sheet Collection Front Matter** | | | | | | | | | | | | | | | | | | | |
| Letter of Transmittal | Geordi | 4/24 | 4/25 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Title Page | Geordi | 4/23 | 4/23 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Table of Contents | Geordi | 4/28 | 4/28 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Revising, Editing, & Proofreading** | | | | | | | | | | | | | | | | | | | |
| Revising for Consistency | Wesley | 4/25 | 4/28 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Revising for Grammar & Spelling | Data | 4/23 | 4/24 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Revising for Accessibility | Data | 4/23 | 4/24 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Report Self-Check & Revisions | Full Team | 4/28 | 4/28 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project Submission** | | | | | | | | | | | | | | | | | | | |
| Submitting Project | Full Team | 4/29 | 4/29 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Revision, if necessary | Full Team | 4/30 | 5/2 | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Conclusion**

Up to this point we have no concerns about completing our collection by the target due date. We are all working well as a group and are confident that the remaining work will flow smoothly. You can access our working Google Docs at [link  to google drive documents was here].

If you have any questions, please contact the team leader, Geordi at 555-555-5555 or at glaforge@tng.com