

Name:

Date:

Unit 3 Assignment 2 Task 4b - Working with a client and other relevant stakeholders to improve the quality, effectiveness and appropriateness of the plans

| Evaluate the plan against business requirements. |  |
|--|--|
| Requirement 1                                    |  |
| Requirement 2                                    |  |
| Requirement 3                                    |  |
| Requirement 4                                    |  |
| Requirement 5                                    |  |
| Requirement 6                                    |  |
| Requirement 7                                    |  |
| Requirement 8                                    |  |
| Requirement 9                                    |  |
| Requirement 10                                   |  |

| Demonstrate individual responsibility, creativity, and effective self-management in the planning. |   |
|---|---|
| Communication   | E-mail, verbal communication etc<br>I communicated clearly with my client at all times.....<br>Why did you do this?<br>What are the benefits of this for the client?<br>What are the benefits of this for you as the designer?  |
| Meetings  | Scheduling and documentation of face to face meetings<br>Did you meet the customer?<br>What can the customer do in these face to face meetings?<br>(check each social media site you have created)  |
| Timescales  | Agreeing and adjusting<br>During these meetings changes to posting plans were requested by the manager of..... it was decided that these changes would be made to a set time which was agreed with the client. This allowed me.....whilst still ensuring that all content was posted on time and..... |
| Development   | Refining ideas and solutions<br>An example of this is.....(plan must be amended so that this can be seen as different to final posted content to reflect that this change was put in place prior to posting of content)   |