**Stage 2 Information Processing and Publishing**

**Product and Documentation Support notes for students**

These notes describe what is required for each of the four stages of the design process: Investigating, Devising, Producing and Evaluating. These notes should be read in conjunction with the task sheet provided to you by your teacher, the subject outline, and the performance standards against which the product and documentation task will be assessed.

**Investigating**

* **Researching and interpreting information:**You should collect between two and four examples of each page of the proposed product and *briefly* annotate these *with regard to design principles*. These annotated documents should be submitted as part of the Investigating section.
* **Write a statement of approximately 550 words (300 words for a 10-credit subject) about the Investigating process,** including the following:
	+ What will the product be?
	+ Who will the audience for the product be?
	+ What implications does the identified audience have on the product that will be created?
	+ What time constraints are you facing?
	+ What hardware and software that you have investigated for the task will be available to you?
	+ Using the information gained through annotating samples, describe how you may possibly apply some of these design principles in your products.
	+ What are the specifications for your product? What goes on each page, where and why?

**Devising**

* **Create a detailed design plan.** The plan should show the detailed layout of each page, including:
	+ What sort of information will go where (a description, not all of the actual text).
	+ What fonts, sizes, styles, colours will be used for each section.
	+ Where graphic elements will be used, accompanied by a brief description of the graphic.
* **Write a statement of approximately 450 words (200 words for a 10-credit subject) about the devising process**, including the following:
	+ What hardware and software will you actually use, and for what purpose?
	+ Why you have chosen the proposed format, themes, fonts, graphics, colours?
	+ Why have you chosen the proposed layout?

**Producing**

* **Produce final products** as you have outlined in your design plans.
* Print an initial draft of each page of the document. Identify any problems or improvements that need to be made on your drafts, make the changes and produce your final products. Drafts should be kept to a minimum - only reflecting major changes. It is generally expected that there will be one draft of each document/page.
* Put the final product (if hard copy) in a separate section at the end of the documentation and label it clearly as the final product. For Electronic Publishing an electronic copy should be provided, along with a print screen of each page of the product.
* **You must include a word dump, with word count, for the text used in the product**. The text in the product should be approximately 900 words for a 10-credit subject, and approximately 1500 words for a 20-credit subject.

**Evaluating**

**Write a statement of approximately 650 words (350 words for a 10-credit subject)** including the following:

* How well does the product meet the specifications of the task?
* How useful was the designing process?
	+ How effective was your investigating?
	+ How effective was your initial design plan?
	+ What changes did you need to make and why?
	+ How easy was it to follow the plan when producing?
	+ How appropriate was the choice of hardware?
	+ How appropriate was the choice of software?
	+ How well does the product communicate the message to the intended audience? This should include feedback from the intended audience.
* How effective was your personal performance and learning?
	+ How effectively did you use your time?
	+ What have you learned by undertaking this task?
* How do your final products demonstrate the Design Principles of Contrast, Repetition, Alignment and Proximity?
	+ How does each of your products demonstrate Contrast?
	+ How does each of your products demonstrate Repetition?
	+ How does each of your products demonstrate Alignment?
	+ How does each of your products demonstrate Proximity?

**The suggested word limits for the statements on Investigating, Devising and Evaluation should be seen as a guide only. The documentation has a maximum word limit of 1500 words for a 20-credit subject (800 words for a 10-credit subject) for the three combined statements. You must include a word count for the documentation.**