**OCR LEVEL 2 CERTIFICATE/DIPLOMA FOR iMEDIA USERS**

**UNIT 2 WEB AUTHORING**

**PLANNING FORM**

**Candidate Name:**

**Date:**

|  |
| --- |
| **PLANNING**  **Identify client requirements**  **Outline of initial ideas**    **Time plan (List tasks to be completed and their approximate timings.)**       **Sit map**  **Site Layout Design**  **What resources will be used?** |